



Chapter 8: Setting Up and Configuring Check Capture Offline

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for *Setting Up and Configuring Check Capture Offline* includes:

- Check Capture Administrator
- Check Capture Supervisor
- Check Capture Lead Operator
- Check Capture Operator

Overview

Welcome to *Setting Up and Configuring Check Capture Offline*. In this chapter, you will learn:

- Purpose of Setting Up and Configuring Check Capture Offline
- Download and Install OTCnet Offline Check Capture Software
- Manage a Check Capture Administrator Profile
- Manage OTC Endpoints
- Manage User Profiles
- Manage Offline Users
- Manage a Check Capture Terminal
- Search an Audit Log
- Recover a Batch

Topics

This chapter is organized by the following topics:

- Topic 1. Purpose of Setting Up and Configuring Check Capture Offline
- Topic 2. Download and Install OTCnet Offline Check Capture Software
- Topic 3. Manage a Check Capture Administrator Profile
- Topic 4. Manage OTC Endpoints
- Topic 5. Manage User Profiles
- Topic 6. Manage Offline Users
- Topic 7. Manage a Check Capture Terminal
- Topic 8. Search an Audit Log
- Topic 9. Recover a Batch

Topic 1. Purpose of Setting Up and Configuring Check Capture Offline

OTCnet Offline allows an OTC Endpoint to scan checks and close batches without internet connectivity. Online functions (such as upload a batch, acknowledge a batch, or manage OTC Endpoints or users), however, require the appropriate permission in addition to internet connectivity. Table 1, the Offline/Online Functions, Internet Connectivity and User Matrix illustrates the functions of each user role and whether they are performed Online or Offline.

Table 1. Offline/Online Functions, Internet Connectivity, and User Matrix

Function	OTCnet Offline	OTCnet Online	Requires Internet Connectivity	User
Download and Install* OTCnet Offline Check Capture Software		●	●	CCA
Create a CCA Offline Logon Profile**		●	●	CCA
Retrieve a Check Capture Administrator Profile	●		●	CCA
Manage OTC Endpoints	●		●	CCA, CCS, CCLO
Manage User Profiles	●			CCA
Manage Offline Users	●			CCA
Manage a Check Capture Terminal	●			CCA, CCS
View an Audit Log	●			CCA, CCS, CCLO
Recover a Batch	●			CCS

CCA = Check Capture Administrator, CCS = Check Capture Supervisor, CCL/O = Check Capture Lead Operator or Check Capture Operator.

* Installation does not require the user to be logged into either OTCnet Online or Offline, and it does not require internet access.

** The OTCnet Offline application must be installed before a CCA Offline logon profile can be created.

Topic 2. Download, Install, and Upgrade OTCnet Offline Check Capture Software

If you are assigned the role of **Check Capture Administrator (CCA)**, you can manually download, install, and upgrade the OTCnet Offline Check Capture software by logging into OTCnet Online and accessing the Administration tab, or you can request a copy of the software on CD. *Install* refers to no previous versions of OTCnet Offline installed on a terminal. *Upgrade* refers to installing an updated version of OTCnet Offline on a terminal that has a previous version of OTCnet Offline installed.

Downloading and installing OTCnet Offline software allows for capturing check, managing batches, and managing users associated with a terminal in an offline environment (no internet connectivity required), as well as uploading and acknowledging batches (requires internet connectivity).

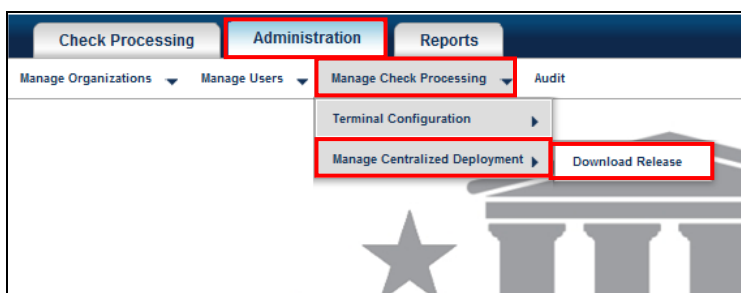
It is important to note that the Offline Check Capture software must be downloaded and installed for each terminal. Additionally, to install or upgrade the software you will need Windows Administrator privileges.

Download OTCnet Offline Check Capture Software

To download OTCnet Offline Check Capture software, complete the following steps:

1. Click the **Administration** tab and then **Manage Check Processing**. Select **Manage Centralized Deployment** and then **Download Release** (see Figure 1 below).

Figure 1. Download Release



2. The *Agency Endpoint List* page appears. From the Application drop-down menu, select **OTCnet** and then click **Next** (see Figure 2 below).

By default, the Application drop-down menu is set to Firmware.

The OTCnet application is the OTCnet Offline check capture software.

Before a terminal can scan checks in OTCnet Offline, download and install both the Firmware and OTCnet application.

As a best practice, click the **Next** button **without** selecting individual OTC Endpoints. This will allow a user to view all releases available for download.

Figure 2. Agency Endpoint List

 A screenshot of the 'Download Release' page in the OTCnet application. The page title is 'Download Release'. Below the title, there is a message: 'Please select agency sites to retrieve available Applications/Firmwares/Security Updates:'. There is a dropdown menu labeled 'Application:' with 'OTCNET' selected. Below this is a section titled 'Select the Agencies'. It includes a table with columns: 'Select', 'Short Name', 'Description', and 'Cash Flow Id'. The table contains several rows of data, including 'Test4', 'Test3', '0000030301', 'Sp8cial', 'Test5', 'GWA11-Y', 'GWA12-Y', '1100', 'Child1', and '111_A_End4'. At the bottom right of the page, there are two buttons: 'Cancel' and 'Next >'. The 'Next >' button is highlighted with a red box.

Select	Short Name	Description	Cash Flow Id
<input type="checkbox"/>	Test4	Test4	0000022000
<input type="checkbox"/>	Test3	Test3	0000030300
<input type="checkbox"/>	0000030301	Phil Financial Center	0000030301
<input type="checkbox"/>	Sp8cial	Sp8cial Ch8racter	0000030400
<input type="checkbox"/>	Test5	Test5	0000030700
<input type="checkbox"/>	GWA11-Y	GWA Enabled - 11	0000030800
<input type="checkbox"/>	GWA12-Y	GWA Enabled - 12	0000031000
<input type="checkbox"/>	1100	1	0000180001
<input type="checkbox"/>	Child1	Child1	0000460312
<input type="checkbox"/>	111_A_End4	Endpoint 4	0000463411

- The *Select Application for Download* page appears. Click the **OTCnet** Application/Firmware hyperlink to download the OTCnet Offline software (see Figure 3 below).

Figure 3. Select Application for Download

Select Application for Download

Select Application for Download

Please click the Application/Firmware/Security Update to download:

Select the Application

<< < Page 1 of 9 > >> Go to page: Page Size: 10 Showing 1 - 10 of 90 Records

Application/Firmware	Release Date	Description
OTCNETX.X.XX	2012-01-18 00:00:00	
OTCNETX.X.XX	2011-08-19 00:00:00	
OTCNETX.X.XX	2011-09-08 00:00:00	
OTCNETX.X.XX	2011-09-24 00:00:00	
OTCNETX.X.XX	2011-09-26 00:00:00	
OTCNETX.X.XX	2011-05-30 00:00:00	
OTCNETX.X.XX	2011-05-09 00:00:00	
OTCNETX.X.XX	2011-05-18 00:00:00	
OTCNETX.X.XX	2011-05-24 00:00:00	
OTCNETX.X.XX	2011-05-25 00:00:00	

- The *Review Application for Download* page appears. Once you have verified the application name and version, click **Download** to continue (see Figure 4 below).

Figure 4. Review Application Download

Review Application Download

Review Application Download

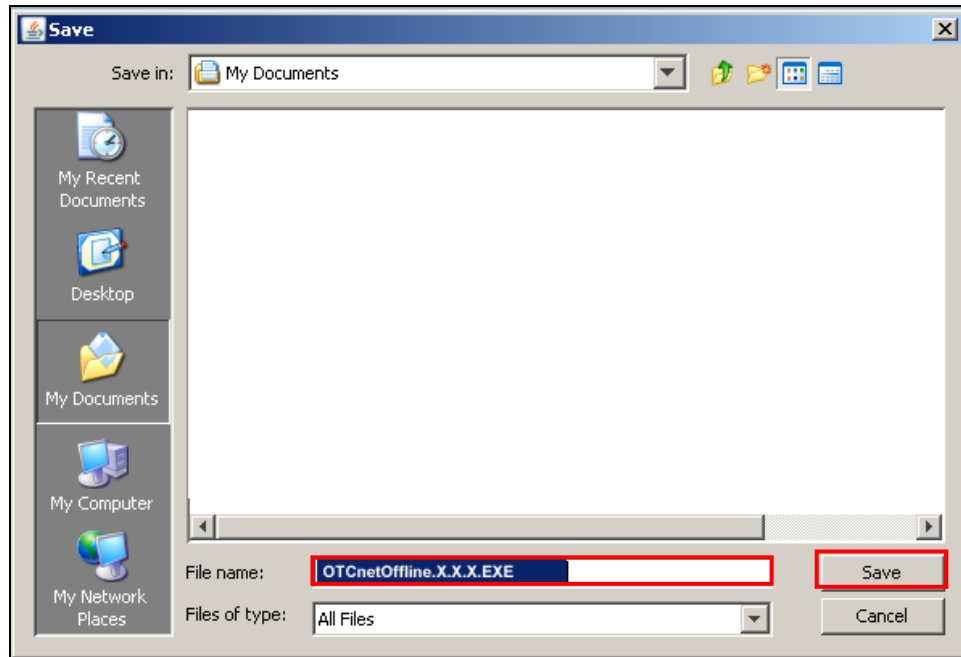
New Application Name	New Application Version:	Release Date
OTCNET	X.X.X	01/18/2012 00:00:00

Previous **Download** Return Home

5. The *Save Program* dialog box appears. Click **Save** or **Cancel**. If you click **Save**, choose the location where you want to save the file. If you click **Cancel**, you return to the *OTCnet Check Capture Application Download* page without saving the file (see Figure 5 below).

Once the application is successfully installed, the OTCnet Offline icon appears on your terminal's desktop and in your Start menu under Programs.

Figure 5. Save Dialog Box





Download OTCnet Offline Check Capture Software

To download the OTCnet Offline Check Capture Software, complete the following steps:

1. Click the **Administration** tab.
2. Select **Manage Check Processing** then **Manage Centralized Deployment**.
3. Click **Download Release**. The *Agency Endpoint List* page appears.
4. From the **Application** drop-down menu, select **OTCnet**.



Application Tip

By default, the **Application** drop-down menu is set to **Firmware**.



Application Tip

The **OTCnet** application is the OTCnet Offline check capture software.



Application Tip

Before a terminal can scan checks in **OTCnet Offline**, download and install **both** the **Firmware** and **OTCnet** application.



Application Tip

If you are upgrading from a 1.3 or older version of OTCnet Offline Check Capture version to a 1.3.1 OTCnet Offline Check Capture version or above and your Agency manages verification records, you will need to reset and download the LVD for each terminal. Refer to the *Reset LVD* and *Download LVD* printable job aids. If you are upgrading from a 1.3.1 version to 1.3.3 or higher, you do not need to reset and download the LVD.

5. Click **Next**. The *Select Application for Download* page appears.



Application Tip

As a best practice, click the **Next** button without selecting individual OTC Endpoints. If a **Check Capture Administrator** chooses to proceed to the next page without selecting an OTC Endpoint, the system will display all available firmware versions for download regardless of whether or not it has been assigned to that OTC Endpoint.



Application Tip

Selecting the agencies (OTC Endpoints) and then proceeding to the next page will show only the firmware versions assigned to that particular OTC Endpoint. If you do not select an OTC Endpoint and proceed to the next page, the next page will display any and all releases configured for OTCnet. **Note:** Selecting an Agency (OTC Endpoint) is not required or recommended.

6. Click the **OTCnet** hyperlink to download the software. The *Review Application Download* page appears.
7. Click **Download**. The *Save Program* dialog box appears.
8. Click **Save** or **Cancel**. The **OTCnet Offline** icon appears on the terminal's desktop and on your Start Menu under Programs once the application is successfully installed.



Application Tip

If you click **Save**, choose the location where you want to save the file. If you click **Cancel**, you return to the OTCnet Check Capture Application Download page without saving the file.



Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Previous** to return to the previous page.
- Click **Return Home** to the OTCnet Home page.

Install OTCnet Offline Check Capture Software

After the OTCnet Offline Check Capture Software is downloaded, the next step is to install the software (must be done for each terminal). The Offline software was developed to provide the same functionality offered by OTCnet Online to agencies that cannot rely on a consistent online connection.

Install refers to no previous versions of OTCnet Offline installed on a terminal.

To install the OTCnet Offline Check Capture software you will need Windows Administrator privileges on each computer. Additionally, more than one version of the OTCnet Offline (Production or QA) application can be installed on a terminal. Each version of the application must be installed separately.

If installing the OTCnet Offline Check Capture Software (version 1.4 and above) for the first time (i.e. not upgrading from an older version), you must install the application **before** creating the CCA offline logon profile. You will also need to create a CCA Offline logon profile to run the OTCnet application, but it can only be created **after** installing version 1.4 of the OTCnet Offline application. For more information refer to *Administration User Guide: Chapter 8: Setting Up and Configuring Check Capture Offline, Topic 3. Manage a Check Capture Administrator Profile*.

To install the OTCnet Offline Check Capture software, complete the following steps:

1. Locate the folder where the OTCnet software file (EXE file) resides and double-click the **OTCnet Offline.exe** icon (see Figure 6 below).

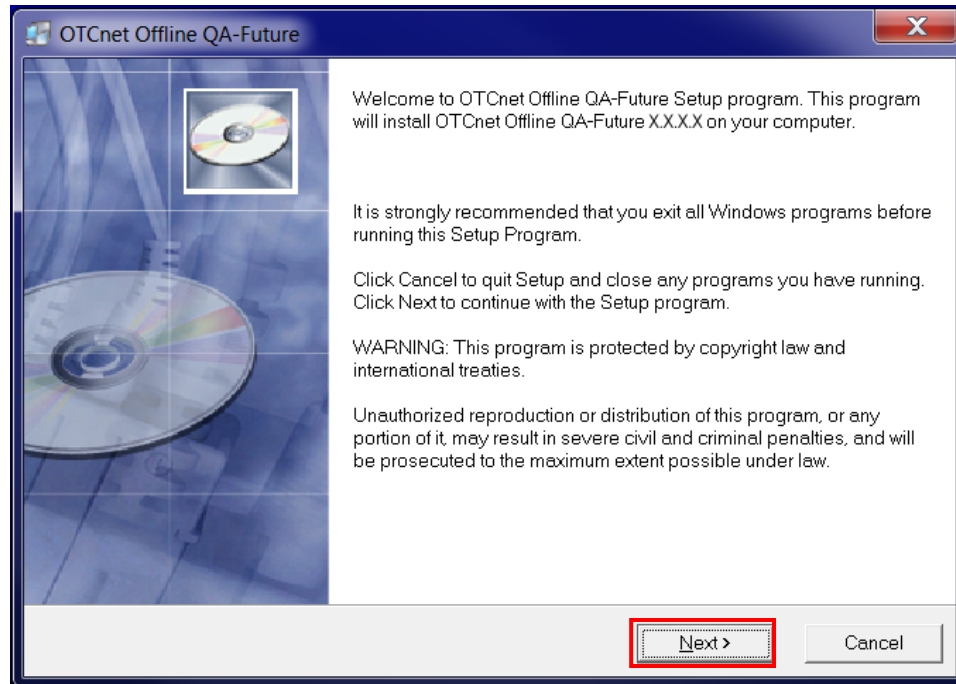
Figure 6. OTCnet Offline Icon



2. The *Welcome to the OTCnet Offline* dialog box appears. Click **Next** to continue (see Figure 7 below).

Figures 7, 8, 9, and 11 illustrate OTCnet Offline qae-future Setup; however, a user will also have the option to download and set up a production version of the software.

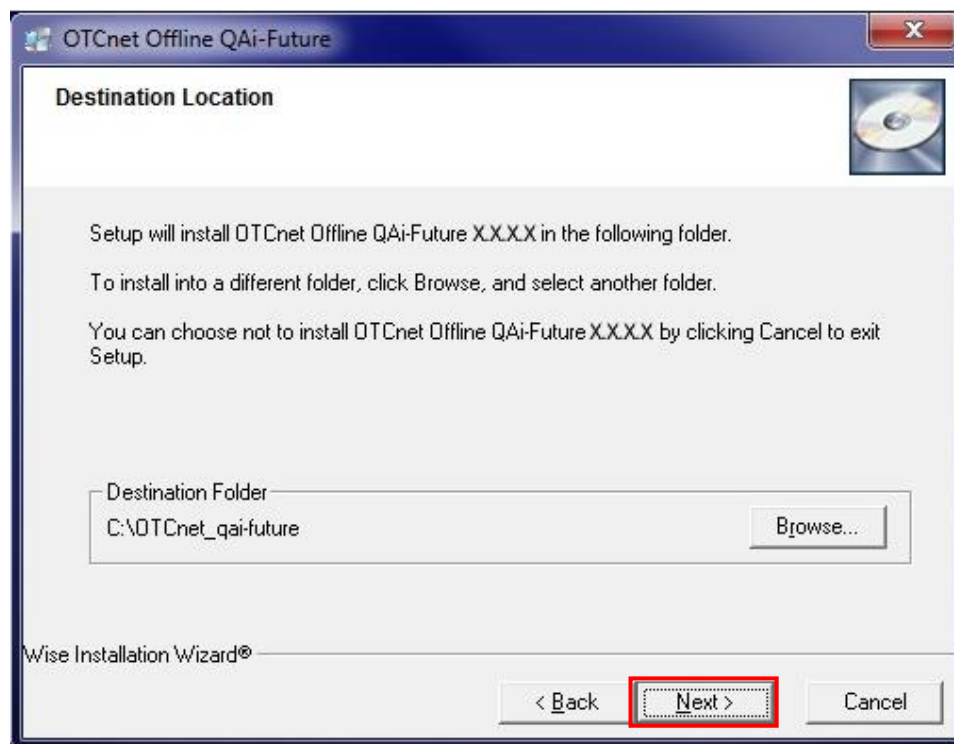
Figure 7. Welcome to OTCnet Offline Setup



3. The *OTCnet Offline Destination Location* dialog box appears. Click **Next** to continue (see Figure 8 below).

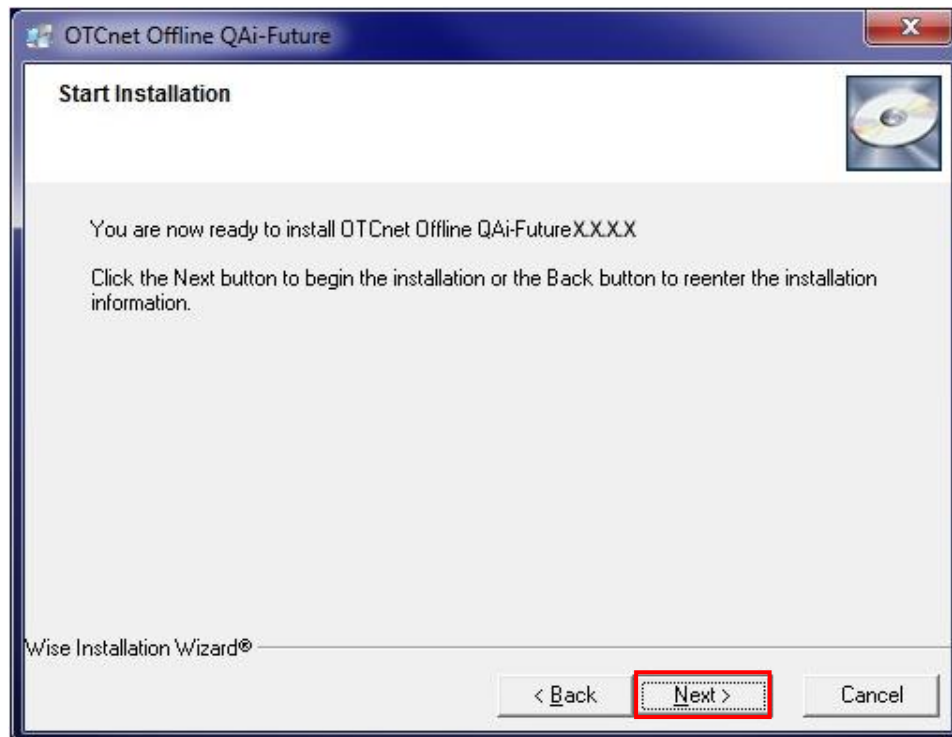
If you do not want the software to install the default folder destination, click **Browse** to select a different folder.

Figure 8. OTCnet Offline Destination Location



4. When the *OTCnet Offline Start Installation* dialog box appears, click **Next** to continue (see Figure 9 below).

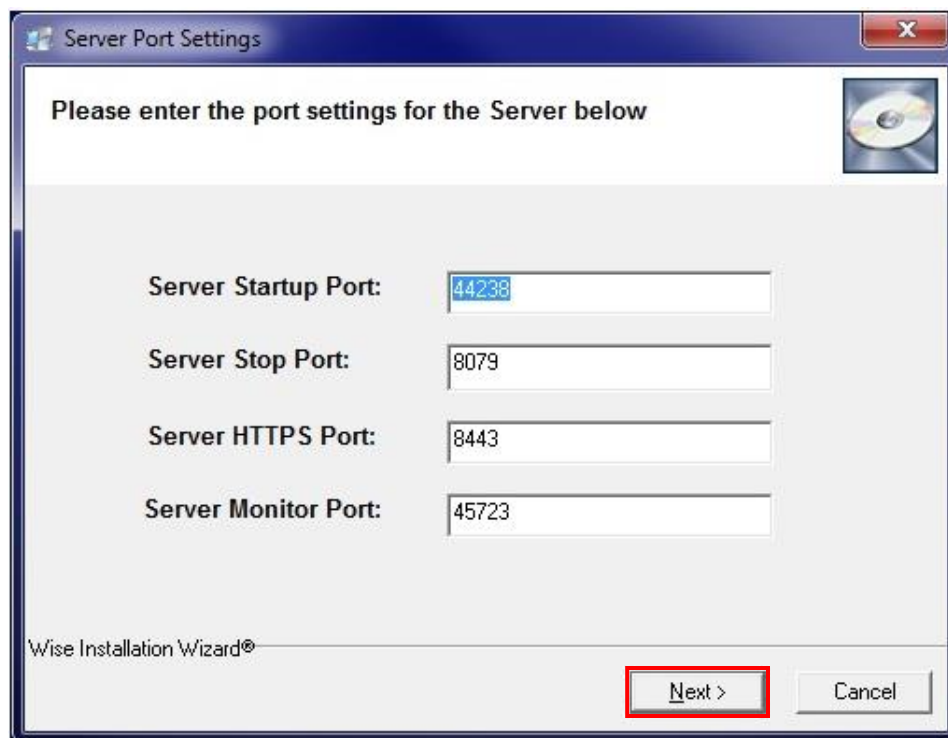
Figure 9. OTCnet Offline Start Installation



5. The *Server Port Setting* Dialog box appears. Enter the appropriate values and click **Next** (see Figure 10 below).

The Server Port Settings are pre-populated with the default values.

Figure 10. Server Port Settings dialog box



Server Port Settings

Please enter the port settings for the Server below

Server Startup Port: 44238

Server Stop Port: 8079

Server HTTPS Port: 8443

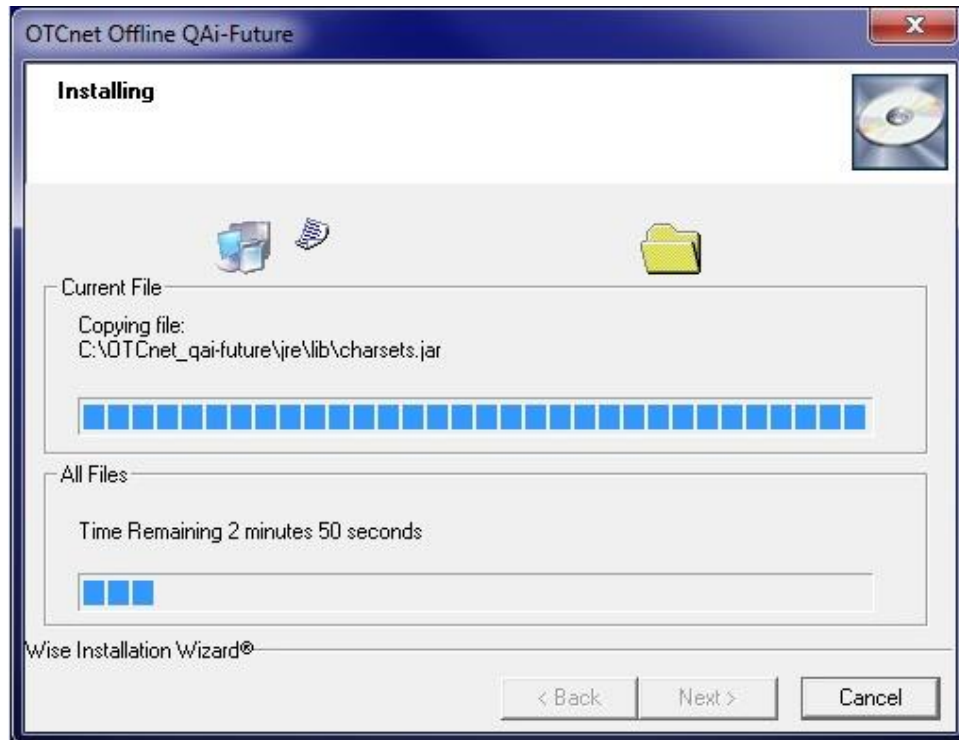
Server Monitor Port: 45723

Wise Installation Wizard®

Next > Cancel

6. The *Installing* dialog box appears. Wait a moment while the files install (see Figure 11 below).

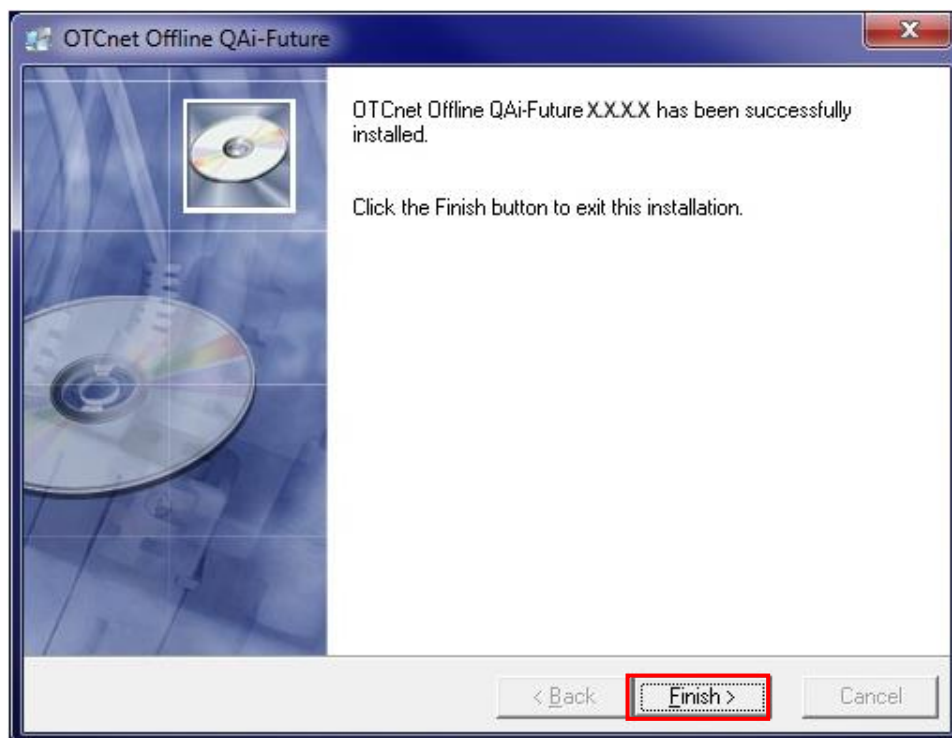
Figure 11. Installing dialog box



7. The *OTCnet Offline Successful Installation* dialog box appears. Click Finish to complete the installation (see Figure 12 below).

After OTCnet Offline (Production or QA) is successfully installed an OTCnet Offline (Production or QA) icon appears on the terminal's desktop and on your Start Menu under Programs.

Figure 12. OTCnet Offline Successful Installation





Install OTCnet Offline Check Capture Software

To install the OTCnet Offline Check Capture software, complete the following steps:



Application Tip

Install refers to no previous versions of OTCnet Offline installed on a terminal. *Upgrade* refers to installing an updated version of OTCnet Offline on a terminal that has a previous version of OTCnet Offline installed.



Application Tip

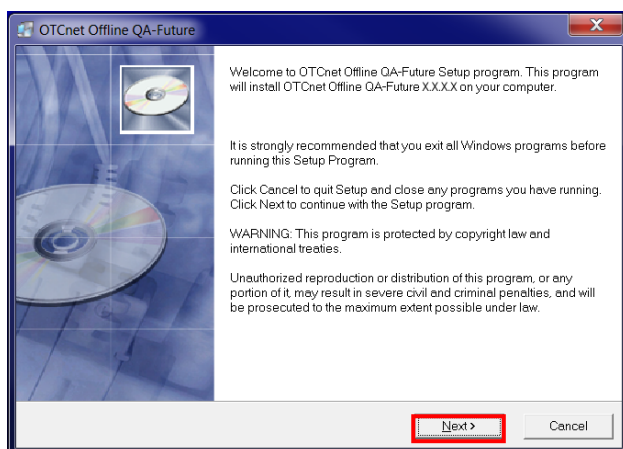
Before initiating an Offline Check Capture software installation consider the following information:

- To install the OTCnet Offline Check Capture software you will need Windows Administrator privileges on each computer
- More than one OTCnet Offline application environment (Production or QA (training)) can be installed on a terminal. Each Offline application environment must be installed separately
- If installing OTCnet Offline Check Capture application (version 1.4 and above) for the first time (i.e. not upgrading from an older version), you must install the application first, **before** creating the CCA offline logon profile. You will also need to create a CCA Offline logon profile to run the OTCnet application, but it can only be created **after** installing version 1.4 of the OTCnet Offline application. Refer to the *Create a Check Capture Administrator Offline Logon Profile* printable job aid

1. Locate the folder where the OTCnet software file (EXE file) resides and double-click the OTCnet Offline.exe icon.



2. The *Welcome to the OTCnet Offline Installation Wizard* dialog box appears. Click **Next**.

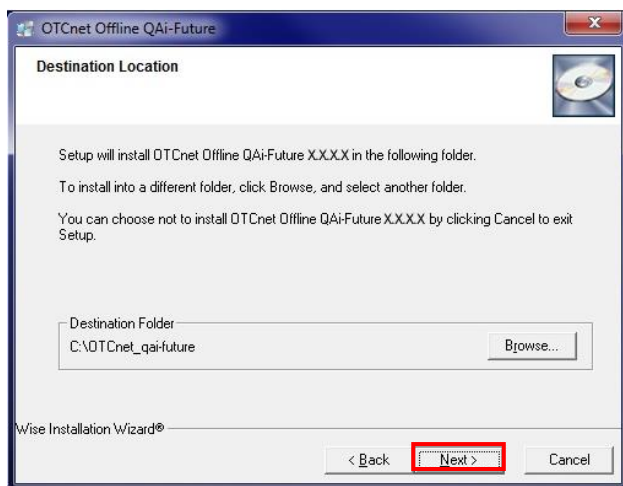


3. The *Destination Location* dialog box appears. Click **Next**.

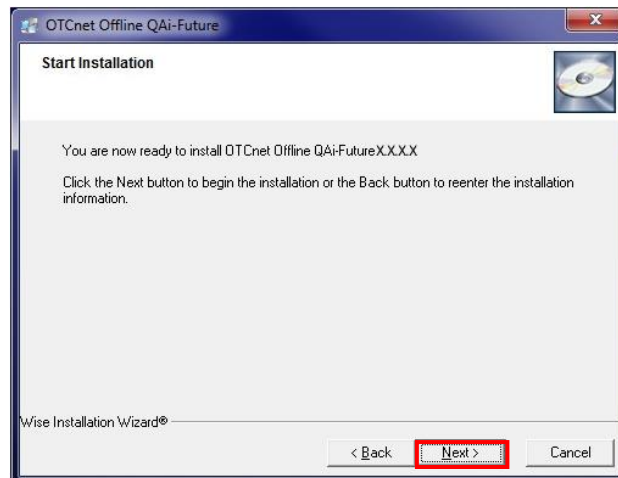


Application Tip

To install the software to another folder destination, click **Browse** to select a different folder. Click **Cancel** to exit the setup.



4. The *Start Installation* dialog box appears. Click **Next**.



5. The *Server Port Settings* dialog box appears. Click **OK**.



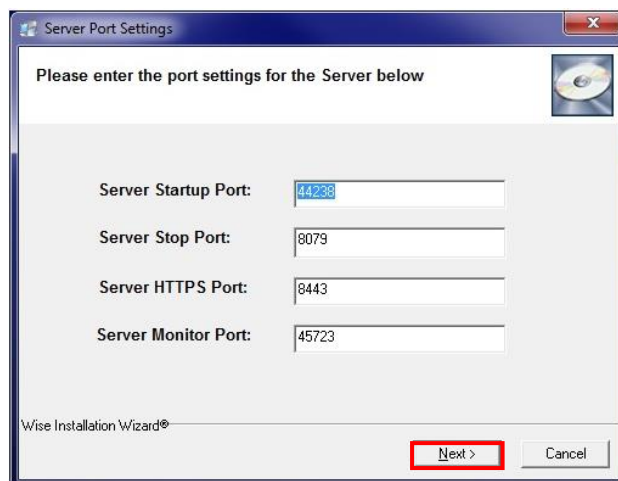
Application Tip

The Server Port Settings are pre-populated with the default values.

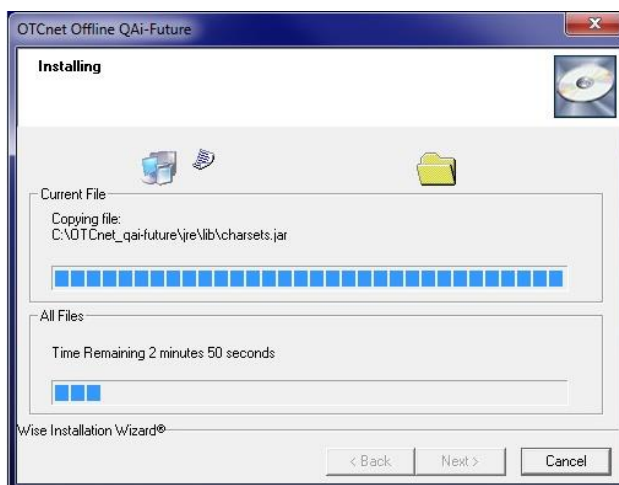


Application Tip

If your location has specific **Server Port Settings**, enter the **Server Start Port**, **Server Stop Port details**, **Server HTTPS Port**, and **Server Monitor Port details**.



6. The *Installing* dialog box appears. Wait a moment while the files install.

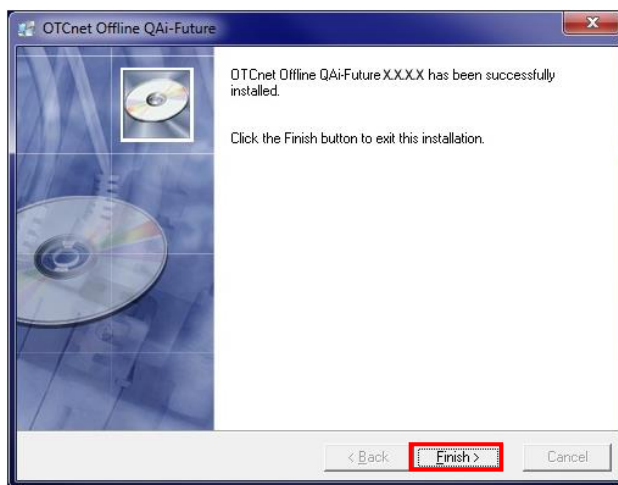


7. After the *OTCnet Offline has been successfully installed* message appears, click **Finish**.



Application Tip

After OTCnet Offline (Production or QA) is successfully installed an **OTCnet Offline (Production or QA)** icon appears on the terminal's desktop and on your Start Menu under Programs.



Upgrade OTCnet Offline Check Capture Software

As new versions of OTCnet Offline Check Capture software become available, your Agency may choose to upgrade its terminals. *Upgrade* refers to installing an updated version of OTCnet Offline on a terminal that has a previous version of OTCnet Offline installed.

Before you can upgrade from an OTCnet Offline version (1.3.3 or older) to a newer version (1.4 and above), a CCA's Offline logon profile must be first created on the OTCnet Offline terminal using OTCnet **Online**. For more information refer to *Administration User Guide: Chapter 8: Setting Up and Configuring Check Capture Offline, Topic 3. Manage a Check Capture Administrator Profile*.

Additionally, as a best practice, before initiating an Offline Check Capture software upgrade, close any open batches and upload all existing batches in Batch Management as well as stop the Offline application.

If you upgrade from a 1.3 or older version of OTCnet Offline Check Capture version to a 1.3.1 OTCnet Offline Check Capture version or above and your Agency manages verification records, you will need to reset and download the LVD for each terminal. For more information refer to *Administration User Guide: Chapter 6: Managing Verification Records (MVD/LVD), Topic 5. Download LVD* and *Topic 6. Reset LVD*. If you are upgrading from a 1.3.1 version to 1.3.3 or higher, you do not need to reset and download the LVD.

The following table illustrates the steps necessary to install or upgrade to version 1.4 of the OTCnet Offline application:

OTCnet Offline Installations	Step 1	Step 2
No Prior Installation	Execute OTCnet 1.4+ installation	Create CCA Offline Logon Profile
OTCnet 1.2.x (Upgrade)	Create CCA Offline Logon Profile	Execute OTCnet 1.4+ installation upgrade
OTCnet 1.3.x (Upgrade)	Create CCA Offline Logon Profile	Execute OTCnet 1.4+ installation upgrade

To upgrade the OTCnet Offline Check Capture software, complete the following steps:

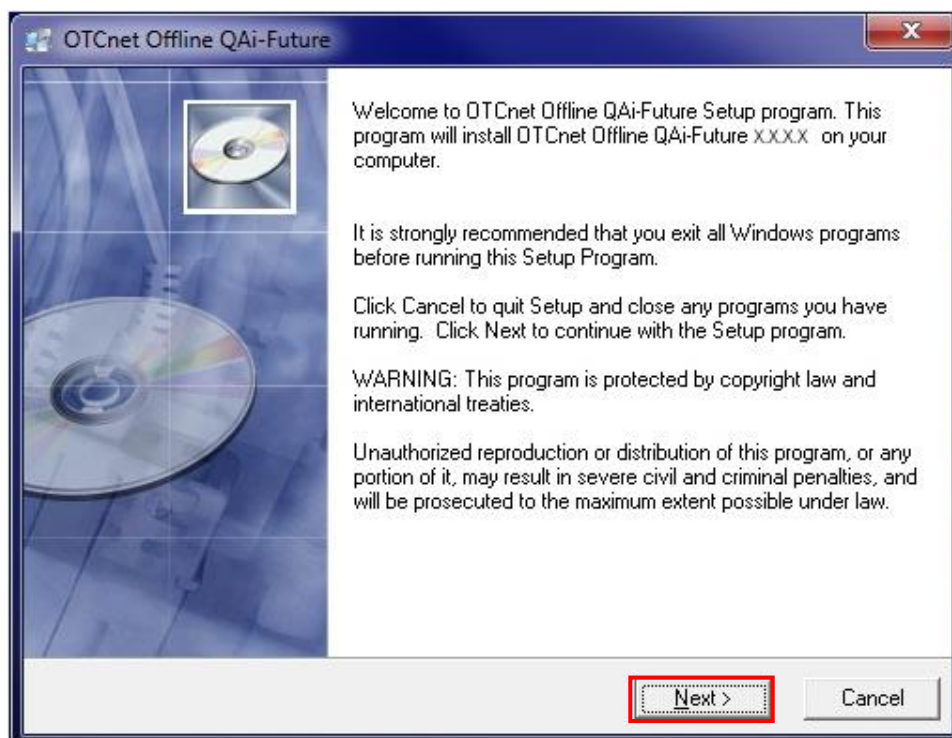
1. Locate the folder where the OTCnet software file (EXE file) resides and double-click the **OTCnet Offline.exe** icon (see Figure 13 below).

Figure 13. OTCnet Offline EXE



2. The *Welcome to OTCnet Offline Setup Program* dialog box appears. Click **Next**. (see Figure 14 below).

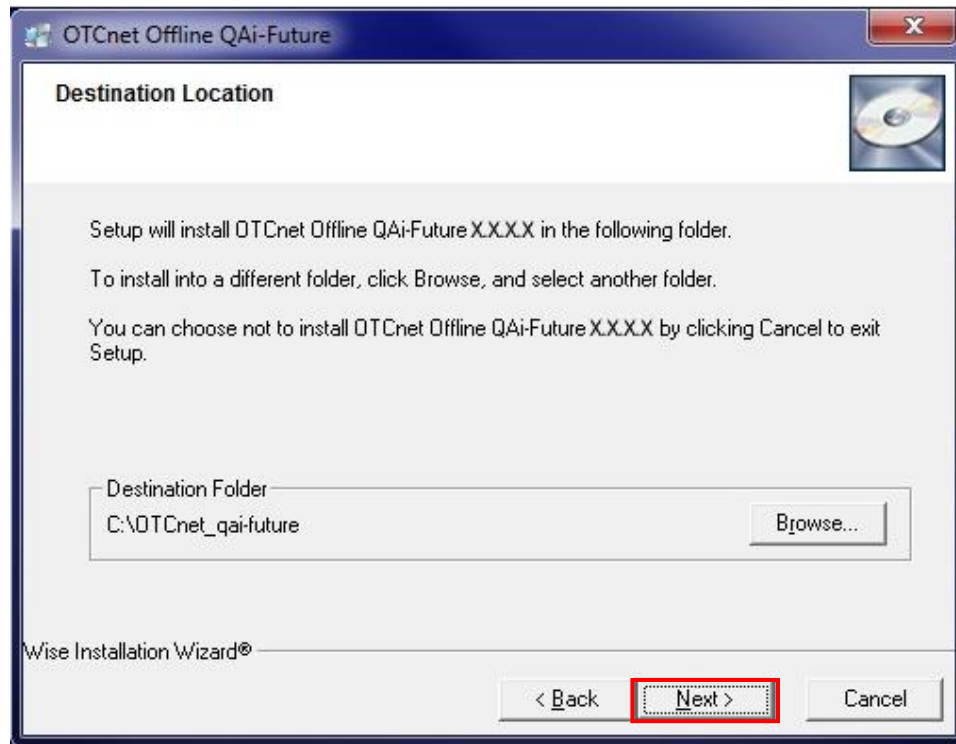
Figure 14. Welcome to OTCnet Offline Setup Program dialog box



3. The *Destination Location* dialog box appears. Click **Next** (see Figure 15 below).

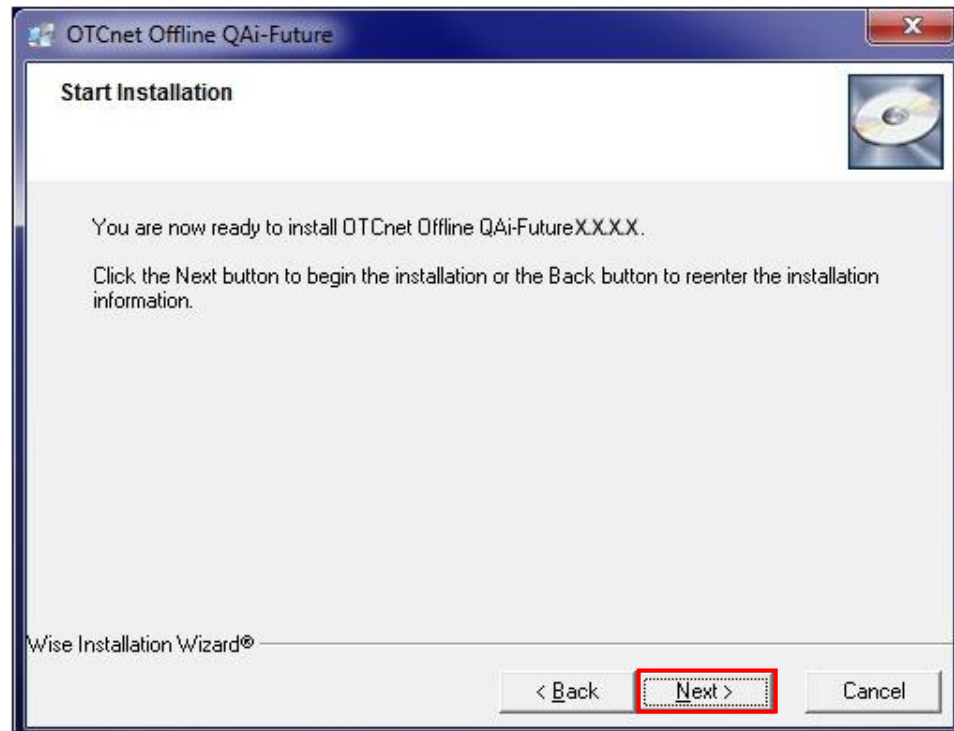
To install the software to another folder destination, click **Browse** to select a different folder. Click **Cancel** to exit the setup.

Figure 15. Destination Location dialog box



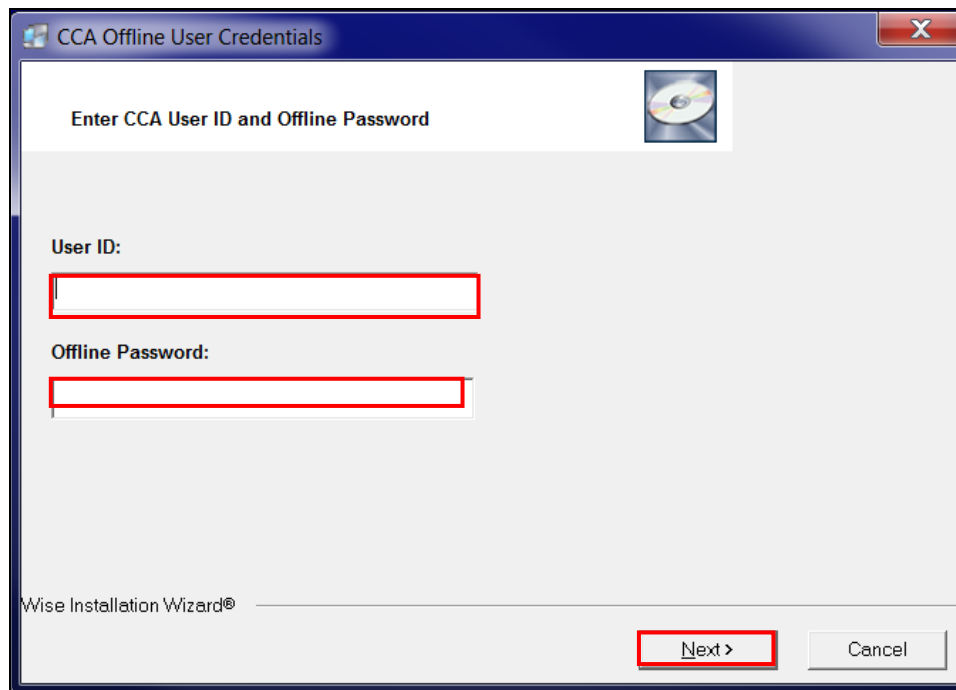
4. The *Start Installation* dialog box appears. Click **Next** (see Figure 16 below).

Figure 16. Start Installation dialog box



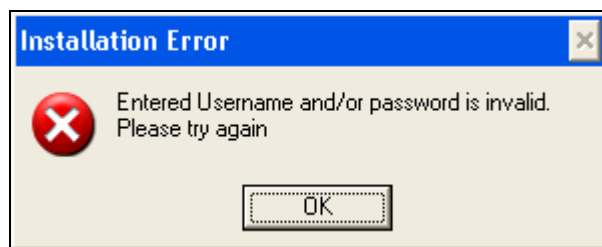
5. The *CCA Offline User Credentials* dialog box appears. Enter your **Enter ID** and **Offline Password** in the appropriate text boxes, and click **Next** (see Figure 17 below).

Figure 17. CCA Offline User Credentials dialog box



If an incorrect **User ID** and/or **Offline Password** is entered, an *Installation Error* dialog box message appears stating that the entered username (User ID) and/or password is invalid. Click **OK**. The upgrade process will be cancelled. As a result, you will need to run the installer again and enter the correct credentials (see Figure 18 below).

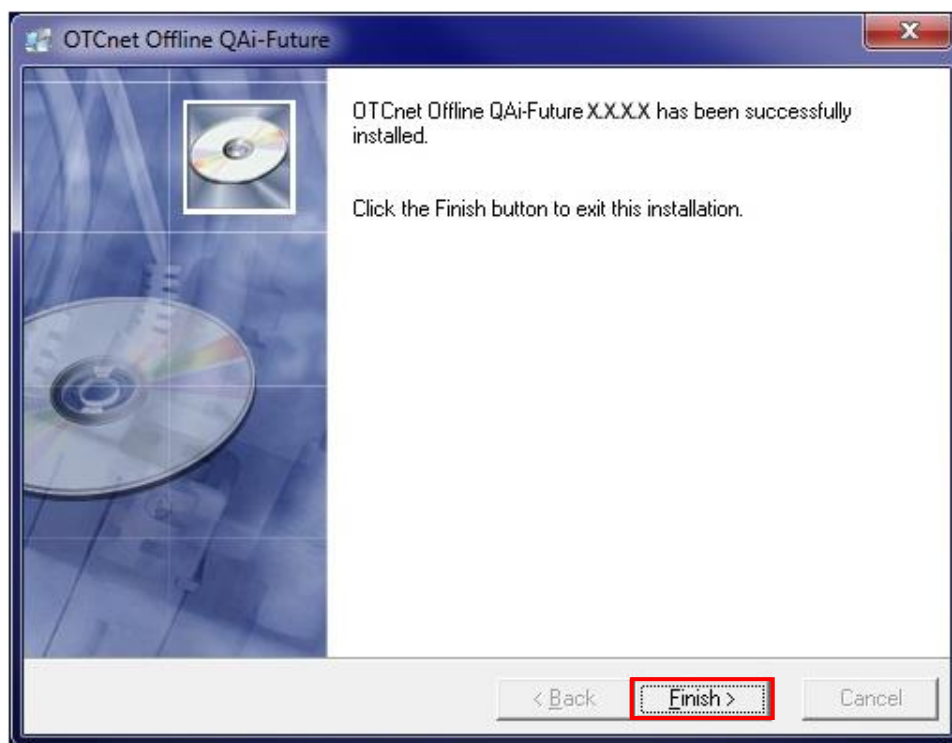
Figure 18. Installation Error dialog box



6. Wait a moment while the files install. After the *OTCnet Offline has been successfully installed* message appears, click **Finish**. (see Figure 19 below).

After OTCnet Offline (Production or QA) is successfully installed an **OTCnet Offline (Production or QA)** icon appears on the terminal's desktop and on your Start Menu under Programs.

Figure 19. OTCnet Offline has been successfully installed





Upgrade OTCnet Offline Check Capture Software

To upgrade OTCnet Offline Check Capture software, complete the following steps:



Application Tip

Install refers to no previous versions of OTCnet Offline installed on a terminal. *Upgrade* refers to installing an updated version of OTCnet Offline on a terminal that has a previous version of OTCnet Offline installed.



Application Tip

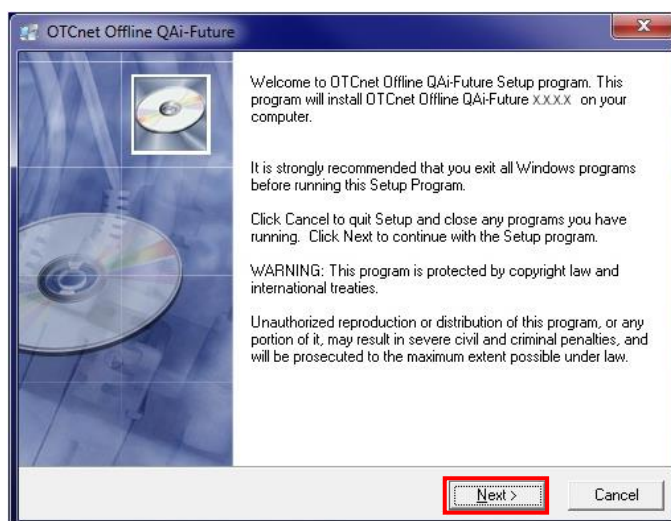
Before initiating an Offline Check Capture software upgrade consider the following information:

- To upgrade the OTCnet Offline Check Capture software you will need Windows Administrator privileges on each computer
- A Check Capture Administrator's (CCA) Offline logon profile must be created prior to upgrading the OTCnet Offline application on each terminal from a 1.3 or older version of OTCnet Offline to OTCnet Offline application versions 1.4 and higher. Refer to the *Create a Check Capture Administrator Offline Logon Profile* printable job aid
- If you are upgrading from a 1.3 or older version of OTCnet Offline Check Capture version to a 1.3.1 OTCnet Offline Check Capture version or above and your Agency manages verification records, you will need to reset and download the LVD for each terminal. Refer to the *Reset LVD* and *Download LVD* printable job aids. If you are upgrading from a 1.3.1 version to 1.3.3 or higher, you do not need to reset and download the LVD
- Close any open batches and upload all existing batches in Batch Management as well as stop the Offline application
- More than one OTCnet Offline application environment (Production or QA (training)) can be installed and upgraded on a terminal. Each Offline application environment must be upgraded separately

1. Locate the folder where the OTCnet software file (EXE file) resides and double-click the OTCnet Offline.exe icon.



2. The *Welcome to the OTCnet Offline Installation Wizard* dialog box appears. Click **Next**.

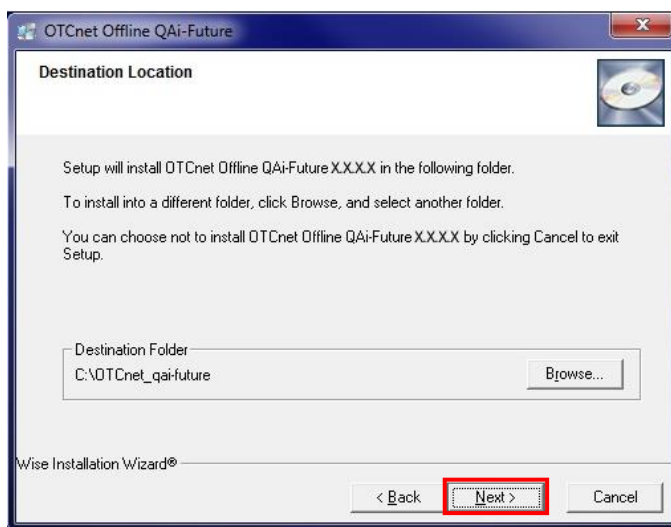


3. The *Destination Location* dialog box appears. Click **Next**.

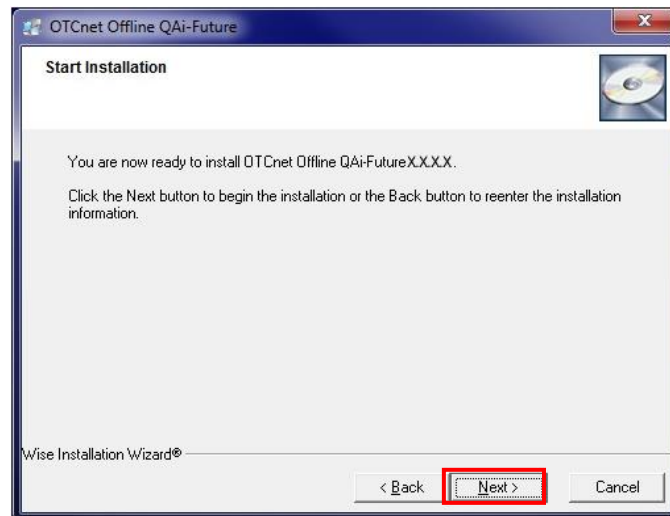


Application Tip

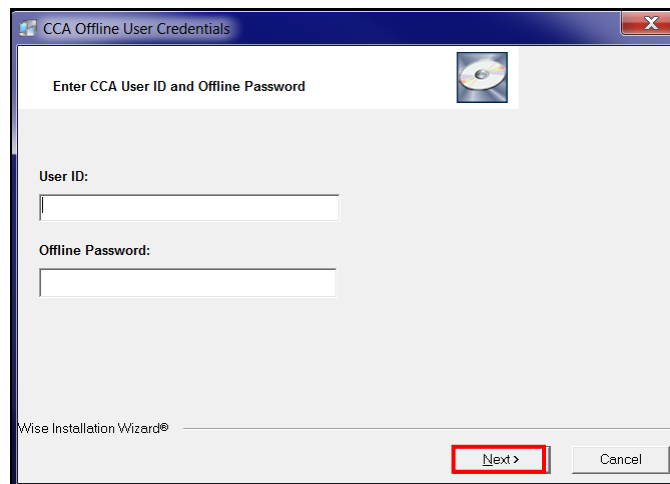
To install the software to another folder destination, click **Browse** to select a different folder. Click **Cancel** to exit the setup.



4. The *Start Installation* dialog box appears. Click **Next**.

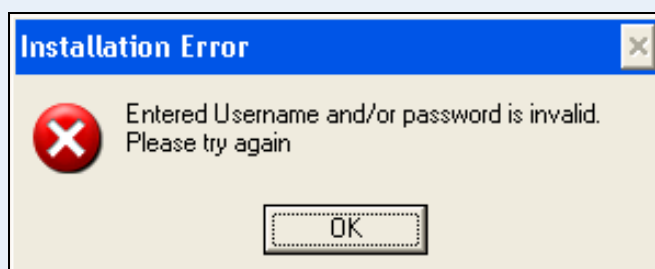


5. The *CCA Offline User Credentials* dialog box appears. Enter your **Enter ID** and **Offline Password** in the appropriate text boxes, and click **Next**.

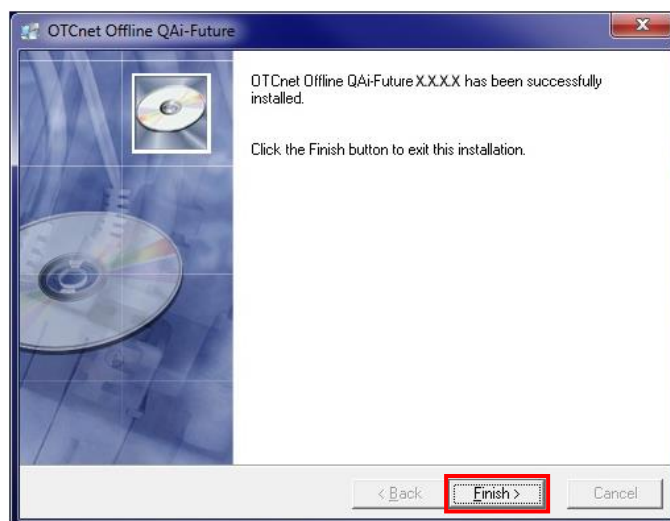


**Application Tip**

If an incorrect **User ID** and/or **Offline Password** is entered, an *Installation Error* dialog box message appears stating that the entered username (User ID) and/or password is invalid. Click **OK**. The upgrade process will be cancelled. As a result, you will need to run the installer again and enter the correct credentials.



6. Wait a moment while the files install. After the *OTCnet Offline has been successfully installed* message appears, click **Finish**.



Topic 3. Manage a Check Capture Administrator Profile

A CCA's Offline logon profile is necessary for upgrading the Offline application to version 1.4 and above, starting the OTCnet Offline server, and updating pre-existing non-CCA user Offline profiles during upgrade.

To create a CCA Offline logon profile, you must first log into each terminal where OTCnet is installed and from this workstation, log into **OTCnet Online** as a CCA. Once logged into **OTCnet Online** as a CCA from the OTCnet Offline workstation, you can create your CCA Offline logon profile. For more information about Downloading and Installing OTCnet Offline Check Capture Software, refer to *Administration User Guide: Chapter 8: Setting Up and Configuring Check Capture Offline, Topic 2. Download and Install OTCnet Offline Check Capture Software*.

If you are upgrading an existing OTCnet Offline version (pre-1.4) to a newer version (1.4 and above) you must create a *CCA Offline logon profile* **before** running an *OTCnet upgrade*.

If you are installing an OTCnet Offline version (1.4 and above) on a terminal for the first time (i.e. no previous OTCnet Offline versions are installed), you must run the *OTCnet Offline installation* **before** creating a *CCA Offline logon profile*.

If you are installing an OTCnet Offline version (pre-1.4) on a terminal for the first time (i.e. there are no previous OTCnet Offline versions installed), you do not need to create a CCA Offline logon profile and you can skip this step and proceed to retrieving (downloading) your Admin profile.

The following table illustrates the steps necessary to install or upgrade to version 1.4 and above of the OTCnet Offline application:

OTCnet Offline Installations	Step 1	Step 2
No Prior Installation	Execute OTCnet 1.4+ installation	Create CCA Offline Logon Profile
OTCnet 1.2.x (Upgrade)	Create CCA Offline Logon Profile	Execute OTCnet 1.4+ installation upgrade
OTCnet 1.3.x (Upgrade)	Create CCA Offline Logon Profile	Execute OTCnet 1.4+ installation upgrade

Create a Check Capture Administrator Offline Logon Profile

To create a Check Capture Administrator's (CCA) Offline logon profile, complete the following steps:

1. Log into **OTCnet Online** and click the **Administration** tab, select **Manage Users** click **Create a User Logon Profile**.

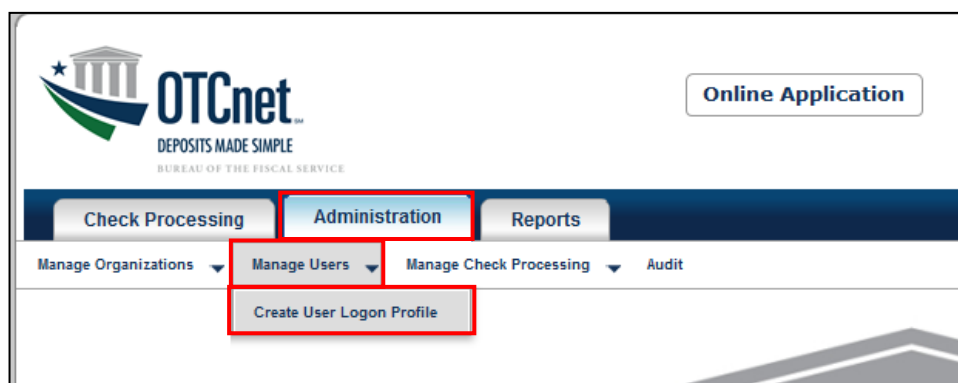
To create a CCA logon profile you need CCA privileges. Every time a CCA Offline logon profile is created using OTCnet Online, you will also need to download your CCA's admin profile in OTCnet Offline.

If your Agency is upgrading an existing OTCnet Offline version (1.3.3 or older) to a newer version (1.4 and above), these steps are required prior to running the OTCnet Offline update. The CCA Offline logon profile is necessary for starting the offline components so that the upgrade can complete successfully.

If you are installing an OTCnet Offline version (1.4 and above) on a terminal for the first time (i.e. no previous OTCnet offline versions are installed), you must run the OTCnet Offline installation **before** executing these steps to create a CCA Offline logon profile .

If you are installing a OTCnet Offline version (1.3.3 or older) on a terminal for the first time (i.e. no previous OTCnet Offline versions are installed), you do not need to create a CCA Offline logon profile and you can skip these steps and proceed to retrieving (downloading) you Admin profile.

Figure 20. Create User Logon Profile



The *Create User Logon Profile* page appears. Enter your **Offline Password** and **Confirm Offline Password** and then click **Submit**.

If you have an existing CCA account from a pre-1.4 installation of OTCnet Offline, it is recommended that you set your CCA's Offline logon profile password to the **same** password used for logging in to the Offline application.

If you forget your temporary Offline password and the OTCnet Offline server is not available, you must log in to OTCnet Online from your OTCnet Offline workstation and create a new CCA Offline logon profile. You must be logged into your OTCnet workstation as a CCA to create your Offline logon profile.

Figure 21. Create User Logon Profile-Enter Offline Password

2. A *Confirmation* page appears stating your offline logon profile has been successfully created.

After you have successfully created your Offline logon profile and restarted your computer, log in to OTCnet Offline to download your Admin profile and set your permanent offline password. Ensure the upgraded OTCnet Offline Check Capture Software version (1.4 and above) is downloaded and installed on each terminal before retrieving your Admin profile.

Figure 22. Create User Logon Profile Confirmation

3. Restart your computer to ensure that all OTCnet security features are fully enabled.



Create a Check Capture Administrator's Offline Logon Profile

To create a Check Capture Administrator's (CCA) Offline logon profile , complete the following steps:

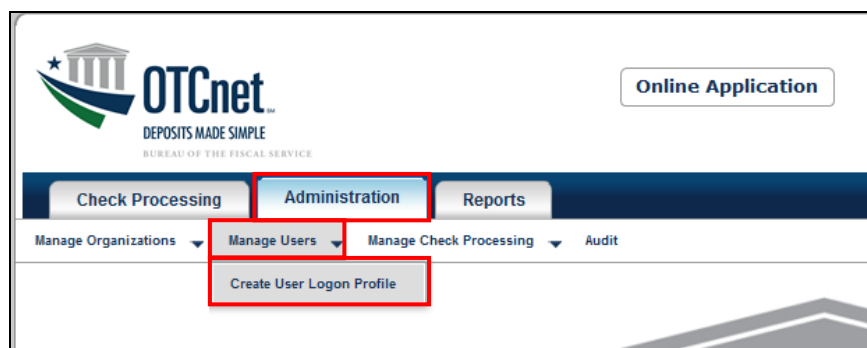
1. Log into **OTCnet Online** and click the **Administration** tab, select **Manage Users** click **Create User Logon Profile**. The *Create User Logon Profile* page appears.



Application Tip

Before creating a Check Capture Administrator logon profile consider the following information:

- To create a CCA Offline user logon profile you will need CCA privileges
- The CCA Offline logon profile is necessary for starting the Offline server, and updating pre-existing non-CCA Offline user profiles during upgrade
- If your Agency is upgrading an existing OTCnet Offline version (1.3.3 or older) to a newer version (1.4 and above), you must first create a CCA Offline user logon profile
- Every time a CCA Offline user logon profile is created using OTCnet Online, you will need to download your CCA admin profile in OTCnet Offline



2. Enter your **Offline Password** and **Confirm Offline Password**.



Application Tip

If you forget your Offline password and the OTCnet Offline server is not available, you must log in to OTCnet Online from your OTCnet Offline workstation and create a new Offline logon profile. You must be logged into your OTCnet workstation as a CCA to create your Offline logon profile again.



Application Tip

If you have an existing CCA account from a 1.3.3 or older version of OTCnet Offline installed, it is recommended that you set your CCA's Offline logon profile password to the **same** password used for logging-in to the Offline application.

3. Click **Submit**. A *Confirmation* page appears stating your offline logon profile has been successfully created.

4. After you have successfully created your CCA Offline logon profile, log in to OTCnet Offline to download your Admin profile and set your permanent offline password.
5. Restart your computer to ensure that all OTCnet security features are fully enabled.



Application Tip

Ensure the upgraded OTCnet Offline Check Capture Software version (1.4 and above) is downloaded and installed on each terminal before retrieving your Admin profile.

Retrieve an Administrator Profile

After the OTCnet Offline Check Capture software is downloaded and installed, the CCA Offline logon profile is created, and the Offline server is started, the next step is to retrieve (download) your **Check Capture Administrator's (CCA)** profile.

Once the Internet Explorer browser opens to the OTCnet Offline logon page, click the **Retrieve Admin Profile** hyperlink. This step is required if this is the first time that you have installed and accessed OTCnet Offline on that terminal or if you forgot your Offline password and had to create a new CCA Offline logon profile.

To download your Administrator profile offline, enter in your Online User ID and Password, and specify the Proxy settings for the terminal (if required). Once your credentials are confirmed, the system will connect with the OTCnet Online server, validate your credentials, and download your Administrator Profile locally. You will then be prompted to enter in a new Permanent Password for your offline account. Once completed, you will be returned to the login page to re-login to Offline OTCnet.

If you are upgrading an existing OTCnet Offline version (pre-1.4) to a newer version (1.4 and above) and you have already created a CCA Offline logon profile, you do not need to retrieve your administrator profile. Skip this step and proceed to logging in to the Offline application.

In the event that you forget both your online and offline passwords, contact the Customer Service Team at (866) 945-7920 to reset your online password. Then log in to OTCnet Online and re-establish a permanent password. Once your online password is reset, you will need to create another CCA Offline logon profile in OTCnet Online (see *Create a Check Capture Administrator's Offline Logon Profile*) and then access OTCnet Offline (internet connectivity required) and repeat the steps for retrieving your administrator profile (see *Retrieve an Administrator Profile*).

Your password for offline does not need to match your online account credentials.

To retrieve an administrator profile, complete the following steps:

1. Double-click the **OTCnet Offline** icon located on the terminal's desktop or click **Start >Programs>OTCnet Offline (Production or QA)>Start OTCnet Offline (Production or QA)** (see Figure 23 below).

If you have already entered your Offline logon profile credentials proceed to step 3.

Figure 23. OTCnet Offline Icon




2. The *OTCnet Offline Server Startup* page appears. Enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In**. Wait for the application to start up and Internet Explorer to open.

If the Offline server was not been previously started, you will need to enter your User ID and password to start up the Offline server. Refer to the Administration: Chapter 2: Accessing and Navigating OTCnet user guide, *Topic 1: Logging In to OTCnet Online/Offline*, *Start the OTCnet Offline Server* printable job aid for more details.

Figure 24. OTCnet Offline Server Startup

OTCnet Offline Server Startup

Help

 **OTCnet**
DEPOSITS MADE SIMPLE
BUREAU OF THE FISCAL SERVICE

User ID:


Offline Password:

Login Cancel

WARNING WARNING WARNING

You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties.

This computer and the automated systems which run on it are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.

 **BUREAU OF THE Fiscal Service**
U.S. DEPARTMENT OF THE TREASURY

3. The *OTCnet Login* page appears. Click the **Retrieve Admin Profile** hyperlink to begin the process of downloading the **Check Capture Supervisor** profile (see Figure 25 below).

Use the **Retrieve Admin Profile** hyperlink if this the first time you are installing OTCnet Offline on your workstation (i.e. no previous versions are installed) or you forgot your Offline password and had to create a new CCA Offline logon profile.

Figure 25. OTCnet Offline Home Page

The screenshot shows the OTCnet Offline Home Page. At the top left is the OTCnet logo, which includes a stylized building icon and the text 'OTCnet DEPOSITS MADE SIMPLE BUREAU OF THE FISCAL SERVICE'. Below the logo is a 'User Login' section. This section contains two input fields: 'User ID:' and 'Password:'. Below these fields are two buttons: 'Login' and 'Clear'. In the top right corner of the 'User Login' section, there is a blue hyperlink labeled 'Retrieve Admin Profile', which is highlighted by a red rectangular box.

4. Once the *Retrieve Admin Profile* page appears, enter your **Online User ID** and **Online Password** and click **Retrieve Profile** (see Figure 26 below).

Figure 26. Retrieve Admin Profile Online Credentials

Retrieve Admin Profile

Online User ID:

Online Password:

Proxy Server Configuration

Use Firewall Agent ☐

Firewall Agent

Use Proxy ☐

Proxy Timeout

Proxy User

Proxy Password

Proxy Server

Proxy Port

Retrieve Profile **Cancel**

If applicable, configure the proxy server settings. The **Proxy Timeout** value is the number of minutes the application waits for a connection to the server before the system times out. The maximum allowed timeout is 30 minutes

- Enter the **Proxy Password**
- Enter the **Proxy Server**
- Enter the **Proxy Port**

If the **Use Firewall Agent** option is enabled, then the **Fire Agent** is available for configuration and the agent name can be entered.

- Check **Use Proxy**
- Enter the **Proxy Timeout**

8. Enter your **New Password**, **Re-enter New Password**, and click **Save** (see Figure 27 below).

Figure 27. Retrieve Admin Profile - New Password

Retrieve Admin Profile

Your profile has downloaded successfully

Please enter a permanent offline password

User ID: sccsup17

New Password:

Re-Enter New Password:

Save **Cancel**

Password Criteria

- Must be at least 8 characters long
- Must contain at least one upper case letter
- Must contain at least one lower case letter
- Must contain at least one numeric character
- Must not have more than two repeating characters
- Must not repeat any of your last ten passwords
- Must not have been your password during the last ten days
- Must not be a word in a language, slang, dialect, or jargon
- Must not be related to personal identity, history, environment, or other personal associations
- Must not be shared or displayed in plain view

When you finish entering the passwords, click **Save**. A *Confirmation* page appears, stating your new password has been set. This new password is also the permanent password for your Offline logon profile, used for starting up the Offline server and application.

9. Restart your computer to ensure that all OTCnet security features are fully enabled.



Retrieve a Check Capture Administrator Profile

To retrieve a Check Capture Administrator profile, complete the following steps:

1. Double-click the **OTCnet Offline (Production or QA)** icon located on your terminal's desktop.

Or

Click **Start>Programs>OTCnet Offline (Production or QA)>Start OTCnet Offline (Production or QA)**.

The *OTCnet Offline Server Startup* page appears.



Application Tip

If the **OTCnet Offline** icon does not reside on the terminal's desktop or on your Start Menu under Programs, download and install the OTCnet Offline Check Capture software. Refer to the *Download OTCnet Offline Check Capture Software* and *Install OTCnet Offline Check Capture Software* printable job aids.



Application Tip

If the Offline server was previously started, proceed to Step 3.



Application Tip

If a terminal has more than one version of the OTCnet Offline application (Production or QA (training environment)), do not run both at the same time as running more than one offline client at a time will cause errors.

2. Enter your **User ID** and **Password** in the appropriate text boxes, and click **Log In** (if applicable). The *OTCnet Login* page appears.

**Application Tip**

If the Offline server was not been previously started, you will need to enter your User ID and password to start up the Offline server. Refer to *Start the OTCnet Offline Server* printable job aid for more details.

3. Click the **Retrieve Admin Profile** hyperlink. The *Retrieve Admin Profile* page appears.

**Application Tip**

Use the **Retrieve Admin Profile** hyperlink if this the first time you are installing version 1.4 (i.e. no previous versions are installed) on your workstation or if you forgot your Offline password and had to create a new CCA Offline logon profile.

4. Enter your **Online User ID** and **Online Password**.
5. Under **Proxy Server Configuration**, *if applicable*
 - Check **User Firewall Agent**
 - Enter the **Firewall Agent**
 - Check **Use Proxy**
 - Enter the **Proxy Timeout**
 - Enter the **Proxy Password**
 - Enter the **Proxy Server**
 - Enter the **Proxy Port**

**Application Tip**

If **Proxy Server Configuration** settings are entered, they will be saved in the system and can later be viewed and modified in **Terminal Configuration**.

**Application Tip**

If the **Use Firewall Agent** option is enabled, then the **Firewall Agent** is available for configuration and the agent name can be entered.

**Application Tip**

If the **Use Proxy** option is enabled, then **Proxy Timeout**, **Proxy Password**, **Proxy Server**, and **Proxy Port** are available for configuration.

**Application Tip**

The **Proxy Timeout** value is the number of minutes the application waits for a connection to the server before giving up. The maximum allowed timeout is 30 minutes.

6. Click **Retrieve Profile**.
7. Enter your **New Password**, and **Re-Enter New Password**.

**Application Tip****Password Criteria**

- Must be at least 8 characters long
- Must contain at least one upper case letter
- Must contain at least one lower case letter
- Must contain at least one numeric character
- Must not have more than two repeating characters
- Must not repeat any of your last ten passwords
- Must not have been your password during the last ten days
- Must not be a word in a language, slang, dialect, or jargon
- Must not be related to personal identity, history, environment, or other personal associations
- Must not be shared or displayed in plain view

8. Click **Save**. A *Confirmation* page appears stating your new password has been set. This new password is also the permanent password for your offline logon profile, used for starting up the Offline server and application.

**Application Tip**

After the profile is successfully downloaded and permanent password was set, you will be prompted to log in to the Offline application with your new password.

**Application Tip**

If the profile download was unsuccessful, a message appears stating that the profile download was unsuccessful and to please contact Customer Service for assistance.

9. Restart your computer to ensure that all OTCnet security features are fully enabled.

Topic 4. Managing OTC Endpoints

After the **Check Capture Administrator's (CCA)** profile is downloaded to the terminal, as the **CCA** you have the ability to manage OTC Endpoints. Managing OTC Endpoints allows for the user to select which OTC Endpoint(s) (CHK) and OTC Endpoint information will be downloaded to the OTCnet Offline Check Capture application. As a **Check Capture Supervisor (CCS)**, you can download OTC Endpoints after the Check Capture Administrator selects the OTC Endpoint for download.

Before OTC Endpoints can be managed, you must access the OTCnet Offline application and enter your online User ID and password. Once connectivity is established to the Online server from OTCnet Offline the system will retrieve all OTC Endpoints (CHK) (ALC+2, Short Name, and Description) that you have access to Online. After the system has successfully retrieved all accessible OTC Endpoints (CHK), you will be redirected to the OTC Endpoint selection screen.

Once the OTC Endpoints are saved into the local offline database, perform the Download OTC Endpoints function to download the form and form data, DDS flags (Department of Defense [DoD] only), Government-Wide Accounting (GWA) flag, Summary Level Classification flag, accounting code mapping (a link will be provided to review the list of accounting codes before downloading), OTC Endpoint updates, and other information necessary for performing check scanning in offline mode. Internet connectivity is required.

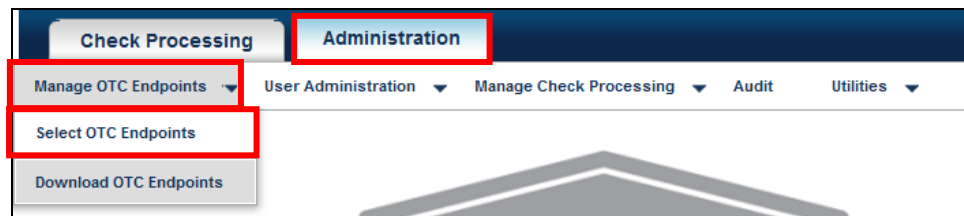
Agencies that are capturing accounting codes will have the ability to retrieve and save the accounting codes that have been setup online and mapped to that endpoint. If a CCA or CCS updates an accounting code online, the Offline application will incorporate those adjustments when internet connectivity has been established.

Select OTC Endpoints

To select OTC Endpoints, complete the following steps:

1. Click the **Administration** tab, select **Manage OTC Endpoints** and then click **Select OTC Endpoints** (see Figure 28 below).

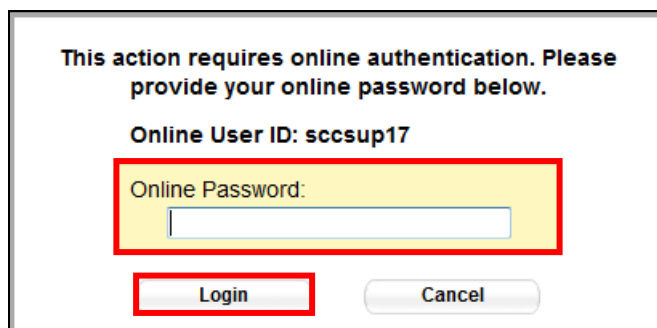
Figure 28. Select OTC Endpoints



The **Select OTC Endpoints** function allows you to select which OTC Endpoint(s) will be retrieved from the hierarchy. You must first select the OTC Endpoints you want to retrieve from the hierarchy before you can download to the OTCnet Endpoints.

2. Once the *Online User ID and Online Password* dialog box appears, enter your **Online Password** and click **Login** (see Figure 29 below).

Figure 29. Online Password



This action requires online authentication. Please provide your online password below.

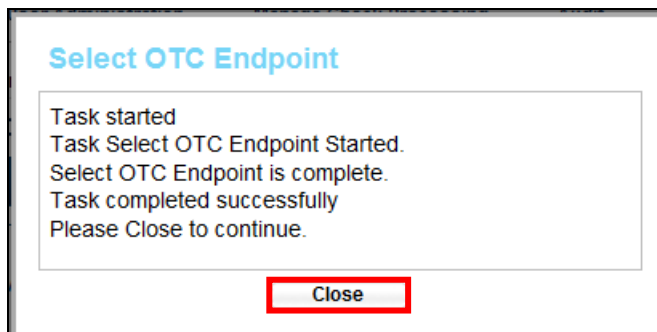
Online User ID: sccsup17

Online Password:

Login Cancel

3. When the *Select OTC Endpoints Download* dialog box appears, the system retrieves the Short Name, Description, and ALC+2 for all OTC Endpoints that you have access to in OTCnet Online. Upon *Task completed successfully*, click **Close** (see Figure 30 below).

Figure 30. Agency Download



Select OTC Endpoint

Task started
Task Select OTC Endpoint Started.
Select OTC Endpoint is complete.
Task completed successfully
Please Close to continue.

Close

- When the *Step 1 of 2: Select OTC Endpoint(s)* page appears, select **OTC Endpoint(s)** that you want to download to the OTCnet Offline Check Capture application by checking the box(es) in the **Select** column and click **Next** (see Figure 31 below).

Figure 31. Select OTC Endpoints

Select OTC Endpoints 1 2 3

Step 1 of 2: Select OTC Endpoint(s)

Please select an OTC Endpoint

OTC Endpoint(s)

Showing 1 - 1 of 1 Records

Select [Check All / Uncheck All]	OTC Endpoint ▾	ALC+2 ▾	Description ▾
<input type="checkbox"/>	E1	00000303TT	Endpoint 1

Cancel Next

- The *Step 2 of 2: Review OTC Endpoint(s)* page appears. Verify the OTC Endpoints that will be downloaded and click **Submit** (see Figure 32 below).

Figure 32. Review OTC Endpoints

Select OTC Endpoints 1 2 3 4

Step 2 of 2: Review OTC Endpoint(s)

Please review the OTC Endpoints selected for download

OTC Endpoints(s)

Showing 1 - 1 of 1 Records

OTC Endpoint	ALC+2	Description
E1	00000303TT	Endpoint 1

Cancel « Previous Submit

6. A *Confirmation* page appears showing the OTC Endpoints that have been successfully saved into the local offline database (see Figure 33 below).

Figure 33. OTC Endpoint Confirmation

Select OTC Endpoints

Confirmation

The following OTC Endpoints were downloaded successfully.

OTC Endpoint(s)

Showing 1 - 1 of 1 Records

OTC Endpoint	ALC+2	Description
E1	00000303TT	Endpoint 1

[Return Home](#)



Select OTC Endpoints

To select OTC Endpoints, complete the following steps:

1. Click the **Administration** tab.
2. Select **Manage OTC Endpoints** and click **Select OTC Endpoints**. The *Online User ID and Online Password* dialog box appears.



Application Tip

The **Select OTC Endpoints** function allows you to select which OTC Endpoint(s) will be retrieved from the hierarchy. You must first select the OTC Endpoints you want to retrieve from the hierarchy before you can download to the OTCnet Endpoints.

3. Enter your **Online Password** and click **Login**. The *Select OTC Endpoint Downloads* dialog box appears.



Application Tip

Enter your password that you use to access OTCnet Online. If your OTCnet Online credentials (Log In and Password) are expired or do not exist an error message appears. Ensure your OTCnet Offline credentials correspond to an existing OTCnet Online account.



Application Tip

The system retrieves the Short Name, Description and ALC+2 for all OTC Endpoints that you have access to in OTCnet Online.

- Click **Close**. The *Step 1 of 2 Select OTCnet Endpoint(s) page appears with Select OTC Endpoint* message.

**Application Tip**

It is highly recommended that the **Cancel** button is not clicked. Instead, wait for the **Close** button to ensure the OTC Endpoints (CHK) display on the *Select OTC Endpoints* page.

**Application Tip**

When the *Select OTC Endpoints Task dialog box* appears, the system downloads the OTC Endpoint information (CHK) (Short Name, ALC+2, and Description).

- Select the OTC Endpoint(s) that you want to download to the OTCnet Offline Check Capture application by checking the check box(es) under the **Select** column.

**Application Tip**

Only active OTC Endpoints (CHK) to which a user has access will be listed. OTC Endpoints (TGA) will not be displayed.

- Click **Next**. The *Step 2 of 2 Review OTC Endpoint(s)* page appears.
- Verify that the following OTC Endpoints should be saved to the database and click **Submit**.
- A *Confirmation page* appears showing the OTC Endpoints have been successfully saved into the local offline database.

**Application Tip**

Additional button on the page that help you perform other tasks:

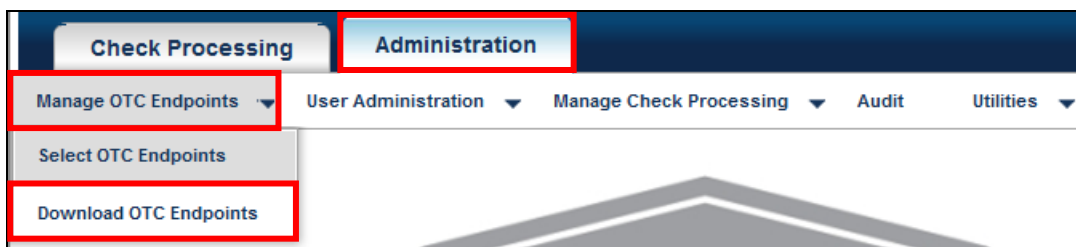
- Click **Return Home** to the OTCnet Home Page

Download OTC Endpoints

To download OTC Endpoints, complete the following steps:

1. Click the **Administration** tab
2. Select **Manage OTC Endpoints** and then click **Download OTC Endpoints** (see Figure 34 below).

Figure 34. Download OTC Endpoints



The **Download OTC Endpoints** function allows you to download OTC Endpoint information such as the form and form data; **Deployable Disbursing System (DDS)** flag configurations (Department of Defense (DoD) only); GWA Reporter flag configurations; accounting codes that are mapped explicitly to the OTC Endpoints or inherited from a higher level OTC Endpoint or **highest level organization (HLO)**; and other information necessary to perform check scanning in Offline mode. Only OTC Endpoints that have been retrieved using the Select OTC Endpoints function are available for download using the Download OTC Endpoints function.

When the Task Download OTC Endpoint Started... message appears the system downloads the check capture forms and form data, DDS flag configurations, accounting code information, and organization hierarchy details for all OTC Endpoint (CHK) for all OTC Endpoints present on the local application.

- Once the *Download OTC Endpoints* page appears, click **Download** (see Figure 35 below).

Figure 35. Download OTC Endpoints Review

OTC Endpoint	ALC+2	Description	Form Name	Form Version	Form Implementation Date	GWA Reporter	Summary Classification Flag	Agency Accounting Codes	Last Modified Date
E1	00000303TT	Endpoint 1							

To view the accounting codes associated with the OTC Endpoint before downloading the OTC Endpoints, click View on the Download OTC Endpoints page. After viewing the accounting codes, click Previous to return to the Download OTC Endpoints page.

- Once the *OTC Endpoint and Form Update* task is complete, click **Close** to continue (see figure 36 below).

Figure 36. OTC Endpoint Form Update

It is highly recommended that the Cancel button is not clicked instead wait for the Close button to ensure the OTC Endpoints (CHK) and forms are downloaded on the Download OTC Endpoints page.

Only active OTC Endpoints (CHK) that a user has access will be listed. OTC Endpoints (TGA) will not display. CHK denotes check capture and TGA denotes deposit processing.

5. A *Confirmation* page appears showing the OTC Endpoints have been successfully downloaded (see Figure 37 below).

Figure 37. PTC Endpoint Download Confirmation

Download OTC Endpoints

Confirmation

The following OTC Endpoints have been successfully downloaded.

OTC Endpoint(s)

Showing 1 - 1 of 1 Records

OTC Endpoint	ALC+2	Description	Form Name	Form Version	Form Implementation Date	GWA Reporter	Summary Classification Flag	Agency Accounting Codes	Last Modified Date
E1	00000303TT	Endpoint 1	NoConfigFields	2004	06/05/2013			View	10/28/2014

Return Home

Download OTC Endpoints

To download OTC Endpoints, complete the following steps:

1. Click the **Administration** tab.
2. Select **Manage OTC Endpoints** and click **Download OTC Endpoints**. The *Download OTC Endpoint* message appears.



Application Tip

The **Download OTC Endpoints** function allows you to download OTC Endpoint information such as the form and form data; Deployable Disbursing System (DDS) flag configurations (Department of Defense (DoD) only); GWA Reporter flag configurations; accounting codes that are mapped explicitly to the OTC Endpoints or inherited from a higher level OTC Endpoint or highest level organization (HLO); and other information necessary to perform check scanning in Offline mode. Only OTC Endpoints that have been retrieved using the **Select OTC Endpoints** function are available for download using the **Download OTC Endpoints** function.

3. The *Download OTC Endpoints* page appears. Click **Download**. The *OTC Endpoint and Form Update* dialog box appears.



Application Tip

When the *Task Download OTC Endpoint Started...* message appears the system downloads the check capture forms and form data, DDS flag configurations, accounting code information, and organization hierarchy details for all OTC Endpoint (CHK) for all OTC Endpoints present on the local application.



Application Tip

To view the accounting codes associated with the OTC Endpoint before downloading the OTC Endpoints, click **View** on the *Download OTC Endpoints* page. After viewing the accounting codes, click **Previous** to return to the *Download OTC Endpoints* page.

4. Click **Close**.

**Application Tip**

It is highly recommended that the **Cancel** button is not clicked instead wait for the **Close** button to ensure the OTC Endpoints (CHK) and forms are downloaded on the *Download OTC Endpoints* page.

**Application Tip**

Only active OTC Endpoints (CHK) that a user has access will be listed. OTC Endpoints (TGA) will not display. **CHK** denotes check capture and **TGA** denotes deposit processing.

5. A *Confirmation* page appears showing the OTC Endpoints have been successfully downloaded.

**Application Tip**

Additional button on the page that helps you perform other tasks:

- Click **Return Home** to return the OTCnet Home Page.

Topic 5. Managing User Profiles

If you are assigned the role of **Check Capture Administrator (CCA)**, you are the only authorized user that can download and update user profiles.

Downloading user profiles allows for a user to perform the check capture function using the OTCnet Offline. The user can only perform this function within the OTC Endpoints that he/she is provisioned to in OTCnet Online (via ITIM). After the user profiles are downloaded to the appropriate OTC Endpoints temporary passwords are displayed. Communicate the User ID and temporary password details to the appropriate users.

Updating user profiles allows for updating the account status, personal information, as well as provisioning. If an inactive user profile is downloaded, and can be activated in OTCnet Offline. Updating user profiles in OTCnet Offline does not change the user's profile in OTCnet Online.

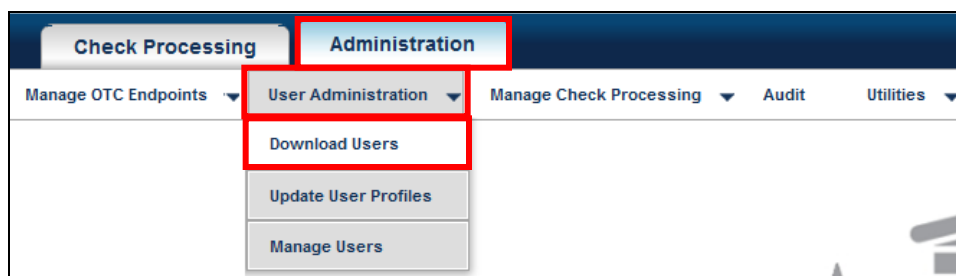
Download User Profiles

In order to manage user profiles, one must first download user profiles to the OTCnet Offline application. This ensures the most up to date information is being used.

To download user profiles, complete the following steps:

1. Click the **Administration** tab, select **User Administration**, and then click **Download User** (see Figure 38 below).

Figure 38. Download Users



- Once the *Step 1 of 3: Selecting OTC Endpoint(s)* page appears, select the **OTC Endpoints(s)** for which you want to download the user profile(s), and then click **Download User Profile** (see Figure 39 below).

Figure 39. Step 1 of 3: Select OTC Endpoint(s)

Download Users

Step 1 of 3: Select OTC Endpoint(s)

Please select one or more OTC Endpoints

Showing 1 - 1 of 1 Records

Select	OTC Endpoint	ALC+2	Description
<input type="checkbox"/>	E1	00000303TT	Endpoint 1

Cancel Next >

- Once the *download user profiles action has been successfully completed* message appears in the *Download Users* dialog box, click **Close** to continue (see Figure 40 below).

Figure 40. Download Users

Download Users

Task started
 Download new users process is starting...
 The download user profiles action has been successfully completed
 Task completed successfully
 Please Close to continue.

Close

- After the *Step 2 of 3: Select Users* dialog box appears, select the user profile(s) that you want to download to the OTCnet Offline Check Capture application and then click **Next** (see Figure 41 below).

Figure 41. Step 2 of 3: Select Users

Download Users

Step 2 of 3: Select Users

Please select one or more users to add.

Page Size: All Showing 1 - 74 of 74 Records

Select	OTC Endpoint	ALC+2	User ID	User Name	Active	Locked
<input checked="" type="checkbox"/>	E1	00000303TT	cccpe19	ChicaAA CCOp	✓	
<input checked="" type="checkbox"/>	E1	00000303TT	lcllop04	LarryD CCLOp	✓	

Cancel < Previous Next >

- The *Step 3 of 3: Review Users* dialog box appears. Verify the users selected to download and click **Submit** (see Figure 42 below).

Figure 42. Step 3 of 3: Review Users

Download Users [1] [2] [3] [4] [5]

Step 3 of 3: Review Users

Please review the users selected to download [\[Edit\]](#)

Showing 1 - 2 of 2 Records

OTC Endpoint	ALC+2	User ID	User Name	Active	Locked
E1	00000303TT	cccpe19	ChicaAA CCOper	✓	
E1	00000303TT	lcclop04	LarryD CCLOp	✓	

[Cancel](#)
[« Previous](#)
[Submit](#)

- The *Download Users Confirmation* page appears, showing the user profiles for the OTC Endpoints that have successfully been downloaded to the local Offline database (see Figure 43 below).

Figure 43. Download Users Confirmation

Download Users

Confirmation

The following user profiles have been downloaded successfully.

Showing 1 - 2 of 2 Records

OTC Endpoint	ALC+2	User ID	User Name	Active	Locked	Temporary Password
E1	00000303TT	cccpe19	ChicaAA CCOper	✓		9gPDWfEK
E1	00000303TT	lcclop04	LarryD CCLOp	✓		4gO9EwJY



Download User Profiles

To download user profiles, complete the following steps:

1. Click the **Administration** tab.
2. Select **User Administration** and click **Download Users**. The *Step 1 of 3: Select OTCnet Endpoint(s)* page appears.
3. Select the OTC Endpoint(s) that you want to download the user profile(s) to the OTCnet Offline Check Capture application.
4. Click **Next**. The *Download Users* dialog box appears.
5. Click **Close**. The *Step 2 of 3: Select User(s)* page appears.
6. Select the user profile(s) that you want to download to the OTCnet Offline Check Capture application.
7. Click **Next**. The *Step 3 of 3: Review Users* page appears.
8. Verify the following user profiles for the selected OTC Endpoints should be downloaded to the local offline database and click **Submit**.
9. A *Confirmation* page appears showing the user profiles for the OTC Endpoints that have been successfully downloaded to the local offline database along with the users' temporary passwords to access OTCnet Offline.



Application Tip

Communicate the User IDs and temporary passwords to the appropriate users. The user's ID is the same User ID used to access OTCnet Online. If the CCA forgets to record the temporary password, he/she may reset the user profile's password for another temporary password.



Application Tip

Additional button on the page that help you perform other tasks:

- Click **Return Home** to the OTCnet Home Page.

Topic 6. Managing Offline Users

If you are assigned the role of **Check Capture Administrator (CCA)**, you are the only authorized user in OTCnet Offline that can manage Offline users. Upon downloading the user profiles to a local terminal, the user accounts must be managed locally. Once you download the OTCnet Offline software and configure each terminal, you have the ability to activate/deactivate a user, unlock a user account, reset a user's password, and print the system users list.

Before a user can access OTCnet Offline, the **Primary/Local Security Administrator (P/LSA)** must not only create the OTC Online user identity, but this user identity must also be successfully provisioned, approved, and provided a password using the online IBM Tivoli Identity Manager (ITIM). For more details and step-by-step instructions refer to User Guide Chapter 5.5 pg. 2 Managing User Accounts.

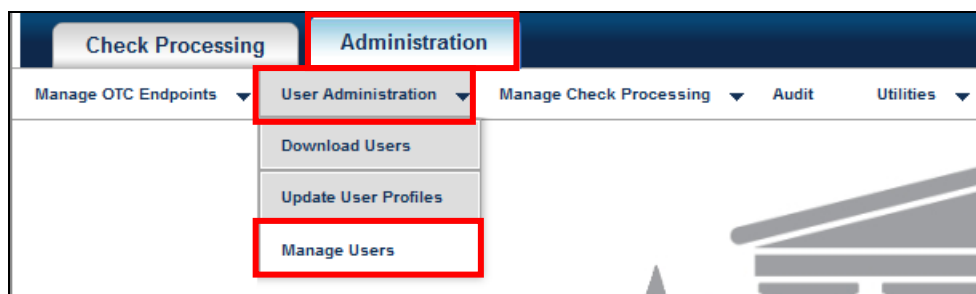
Activating/Deactivating a User

It is strongly recommended that the user's account be deactivated if the user is not going to access OTCnet Offline for an extended period (e.g. vacation or leave). Temporarily deactivating a user's account disables the user's account, disallowing the capture of checks and/or managing or uploading batches. Activating a user's account allows the user to capture checks and/or managing or uploading batches.

To activate or deactivate a user, complete the following steps:

1. Click the **Administration** tab, select **User Administration**, and then **Manage Users** (see Figure 44 below).

Figure 44. Manage Users



- Once the *Step 1 of 2: Select a User* page appears, select the radio button next to the user profile that you want to activate/deactivate and click **Activate/Deactivate** (see Figure 45 below).

Figure 45: Activate/Deactivate User Profile

Manage User

Step 1 of 2: Select a User

Select a User for action

Showing 1 - 2 of 2 Records

Select	OTC Endpoint	ALC+2	User ID	User Name	Active	Locked
<input checked="" type="radio"/>	E1	00000303TT	cccope19	ChicaAA CCOper	✓	
<input type="radio"/>	E1	00000303TT	lcclop04	Larry0 CCLop	✓	

Cancel **Activate/Deactivate** Unlock Account Reset Password Print User List

- When the *Step 2 of 2: Review User Profile for Activation/Deactivation* page appears, verify the following user should be Activated/Deactivated and click **Submit** (see Figure 46 below).

Figure 46. Step 2 of 2: Review User Profile for Activation/Deactivation

Review Activate/Deactivate User Profile

Step 2 of 2: Review User Profile for Activation/Deactivation

User profile to be Deactivated

[Edit]

Showing 1 - 1 of 1 Records

OTC Endpoint	ALC+2	User ID	User Name	Active	Locked
E1	00000303TT	cccope19	ChicaAA CCOper	✓	

Cancel << Previous **Submit**

- A *Confirmation* page appears showing the user profile has been activate/deactivated (see Figure 47 below).

Figure 47. Activating/Deactivating Confirmation

Review Activate/Deactivate User Profile

Confirmation

User profile has been Deactivated.

Showing 1 - 1 of 1 Records

OTC Endpoint	ALC+2	User ID	User Name	Active	Locked
E1	00000303TT	cccope19	ChicaAA CCOper		

Return to User List Return Home



Activate/Deactivate a User

To activate/deactivate a user, complete the following steps:

1. Click the **Administration** tab.
2. Select **User Administration** and click **Manage Users**. The *Step 1 of 2: Select a User* page appears.
3. Select the user profile's radio button that you want to activate/deactivate.



Application Tip

You can only activate/deactivate one user's profile at a time.

4. Click **Activate/Deactivate**. The *Step 2 of 2: Review User Profile for Activation/Deactivation* page appears.
5. Verify the following user profile should be activated/deactivated and click **Submit**. A confirmation page appears showing the user profile has been activated/deactivated.



Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Return to View User Profile List** to return to the View User Profile List for that terminal.
- Click **Return Home** to the OTCnet Home Page.

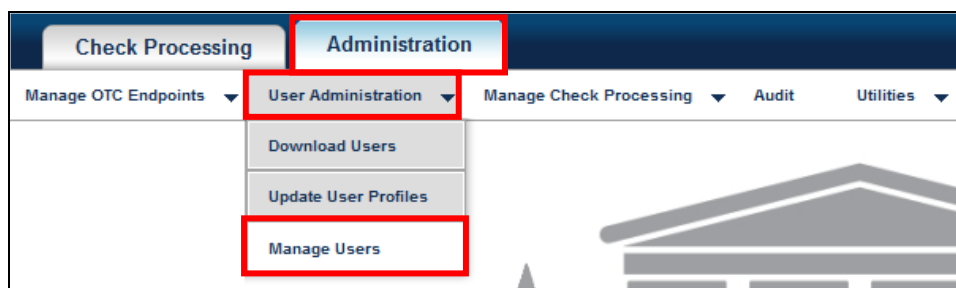
Unlocking a User Account

Unlocking a user's account allows the user to log on to OTCnet Offline using his/her original password. For example, if a user locks his/her account after three failed log on attempts and remembers his/her password, you can unlock the user's account without resetting the user's password.

To unlock a user account, complete the following steps:

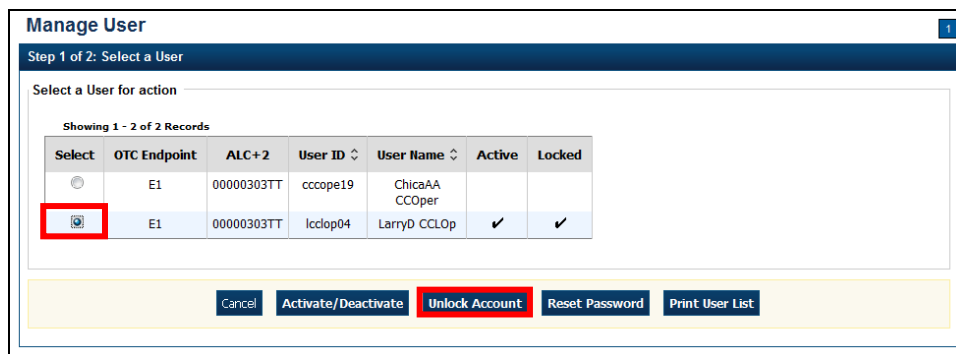
1. Click the **Administration** tab, select **User Administration**, and then click **Manage Users** (see Figure 48 below).

Figure 48. Manage Users



2. Once the *Step 1 of 2: Select User Profiles* page appears, select the **User Profiles** radio button that you want to unlock and click **Unlock Account** (see Figure 49 below).

Figure 49. Step 1 of 2: Select User Profiles



- After the *Step 2 of 2: Review User Profile to be Unlocked* page appears, verify the following user profile should be unlocked and click **Submit** (see Figure 50 below).

Figure 50. Step 2 of 2: Review User Profile to be Unlocked

Unlock User Profile

Step 2 of 2: Review User Profile to be Unlocked

User profile to be Unlocked

Showing 1 - 1 of 1 Records

OTC Endpoint	ALC+2	User ID	User Name	Active	Locked
E1	00000303TT	lcclp04	LarryD CCLop	✓	✓

Cancel < Previous Submit

- A *Confirmation* page appears showing the profile has been unlocked (see Figure 51 below).

Figure 51. User Profile Unlock Confirmation

Unlock User Profile

Confirmation

User profile has been Unlocked.

Showing 1 - 1 of 1 Records

OTC Endpoint	ALC+2	User ID	User Name	Active	Locked
E1	00000303TT	lcclp04	LarryD CCLop	✓	

Return to User List Return Home

Unlock a User's Profile

To unlock a user's profile, complete the following steps:

1. Click the **Administration** tab.
2. Select **User Administration** and click **Manage Users**. The *Step 1 of 2 Select a User* page appears.
3. Select the user profile's radio button that you want to unlock.



Application Tip

You can only unlock one user's profile at a time.

4. Click **Unlock Account**. The *Step 2 of 2: Review User Profile To Be Unlocked* page appears.



Application Tip

Unlocking a user's profile will allow the user to log on to OTCnet Offline using his/her original password.

5. Verify the following user profile should be unlocked and click **Submit**. A Confirmation page appears showing that the user profile has been unlocked.



Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Return to View User Profile List** to return to the View User Profile List for that terminal.
- Click **Return Home** to the OTCnet Home Page.

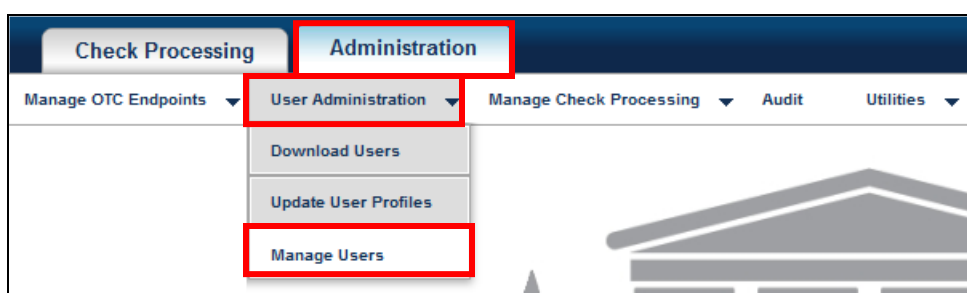
Resetting a User's Password

Resetting a user's password allows the user to receive a new temporary password to access OTCnet Offline. For example, if a user locks his/her account after three failed log in attempts and does not remember his/her password, or if a user forgets his/her password, you can reset the user's password to a temporary password. After the password is reset, communicate the temporary password to the appropriate user.

To reset a user's password, complete the following steps:

1. Click the **Administration** tab, select **User Administration**, and then click **Manage Users** (see Figure 52 below).

Figure 52. Manage Users



2. When the *Step 1 of 2: Select User Profile* page appears, select the User Profiles radio button for the user whose password should be reset and click Reset Password (see Figure 53 below).

Figure 53. Step 1 of 2: Select User Profile

 A screenshot of the 'Manage User' page in the OTCnet application. The page title is 'Manage User' with a step indicator '1'. The sub-header is 'Step 1 of 2: Select a User'. Below this, it says 'Select a User for action'. A table displays two records. The first record is selected, indicated by a radio button in the 'Select' column, which is highlighted with a red box. The table has columns: Select, OTC Endpoint, ALC+2, User ID, User Name, Active, and Locked. At the bottom of the page, there are several action buttons: 'Cancel', 'Activate/Deactivate', 'Unlock Account', 'Reset Password' (highlighted with a red box), and 'Print User List'.

Select	OTC Endpoint	ALC+2	User ID	User Name	Active	Locked
<input checked="" type="radio"/>	E1	00000303TT	cccpe19	ChicaAA CCOper	✓	✓
<input type="radio"/>	E1	00000303TT	lcclop04	LarryD CCLOp	✓	

3. Once the *Step 2 of 2: Review User Profile for Password Reset* page appears, verify the following users profiles password should be reset and click **Submit** (see Figure 54 below).

Figure 54. Step 2 of 2: Review User Password Reset

Reset User Password

Step 2 of 2: Review User Profile for Password Reset

User profile to reset password

Showing 1 - 1 of 1 Records

OTC Endpoint	ALC+2	User ID	User Name	Active	Locked
E1	00000303TT	cccope19	ChicaAA CCOper	✓	✓

Cancel < Previous Submit

4. A *Confirmation* page appears showing the user's password has been reset (see Figure 55 below).

Figure 55. Reset User Password Confirmation

Reset User Password

Confirmation

User profile with new temporary password.

Showing 1 - 1 of 1 Records

OTC Endpoint	ALC+2	User ID	User Name	Active	Locked	Temporary Password
E1	00000303TT	cccope19	ChicaAA CCOper	✓		3iDnpshZ

Return to User List Return Home



Reset a User's Password

To reset a user's password, complete the following steps:

1. Click the **Administration** tab.
2. Select **User Administration** and click **Manage Users**. The *Step 1 of 2 Select a User* page appears.
3. Select the user profile radio button for which you want to reset the password.



Application Tip

You can only reset one user's password at a time.

4. Click **Reset Password**. The *Step 2 of 2 Review User Profile for Password Reset* page appears.
5. Verify the following user profile's password should be reset and click **Submit**. A *Confirmation* page appears showing the user profile's temporary password.



Application Tip

Communicate the User's ID and temporary password and provide it to the appropriate user. The User's ID is the same User ID used to access OTC Online.



Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Return to View User Profile List** to return to the View User Profile List for that terminal.
- Click **Return Home** to the OTCnet Home Page.

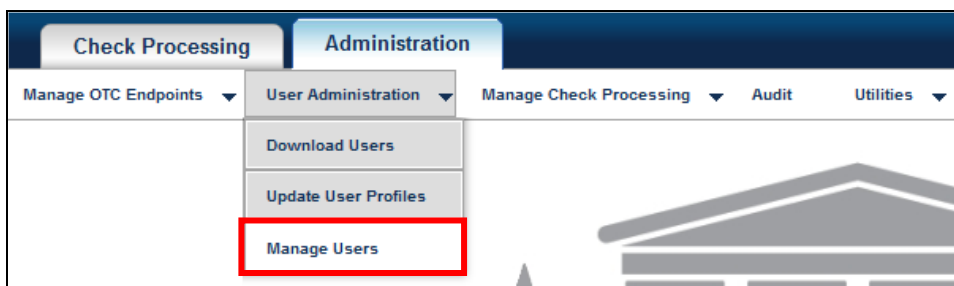
Printing a User's List

After the users' profiles are managed, you can export and print out a detailed user list in the following formats: Word, Excel, RTF, or PDF. The User List report provides details such as OTC Endpoint, ALC+2, User ID, User Name, Create Date, Last Access Time, Download Time, and Role Name.

To print a user's list, complete the following steps:

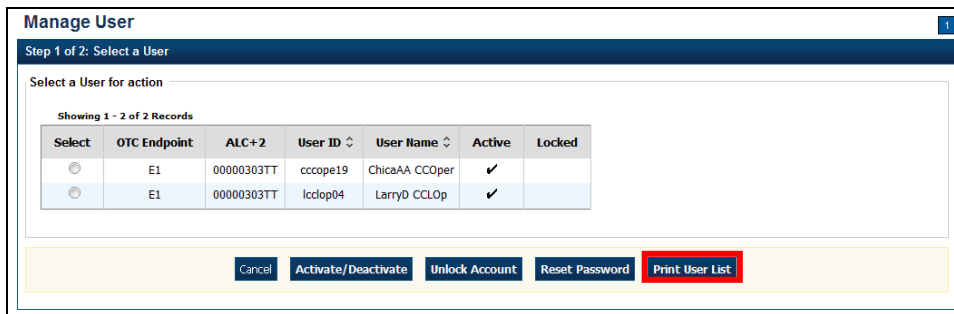
1. Click the **Administration** tab, select **User Administration**, and then click **Manage Users** (see Figure 56 below).

Figure 56. Manage Users



2. Click **Print User List** (see Figure 57 below).

Figure 57. Step 1 of 2: Select User Profile



Selecting a radio button is not required. If no radio button is selected the user list will print all users.

3. The *Print User List* page appears (see Figure 58 below).
Under **Export as**,

- Select **Word**, **Excel**, **RTF**, or **PDF**
- Click **Download**
- Or
- Click **Print PDF Report**.

Figure 58. Print User List

Print User List

User List

Export as
Word **Download** **Print PDF Report**

1 / 1 59.3% Sign Find

SENSITIVE BUT UNCLASSIFIED
User List
Date: 10/28/2014 4:28:27 PM
Printed By: socsup17

OTC Endpoint	ALC + 2	User ID	User Name	Create Date	Last Access Time	Download Date	Role Name
E1 Endpoint 1	00000303TT	ccolop04	LarryO CColOp	10/28/2014	10/28/2014 03:23:19PM	10/28/2014	Check Capture Lead Operator
E1 Endpoint 1	00000303TT	ccolope19	ChicaAA CColOp	10/28/2014	10/28/2014 04:12:25PM	10/28/2014	Check Capture Operator
E1 Endpoint 1	00000303TT	socsup17	SallyAA CCSup	10/28/2014	10/28/2014 04:25:17PM	10/28/2014	Check Capture Supervisor
E1 Endpoint 1	00000303TT	socsup17	SallyAA CCSup	10/28/2014	10/28/2014 04:25:17PM	10/28/2014	Check Capture Administrator

10/28/2014 Page 1
SENSITIVE BUT UNCLASSIFIED

Previous



Print User List

To print a user list, complete the following steps:

1. Click the **Administration** tab.
2. Select **User Administration** and click **Manage Users**. The *Step 1 of 2 Select a User* page appears.
3. Click **Print User List**. The *Print User List* page appears.
4. Under **Export as**,
 - Select **Word, Excel, RTF, or PDF**
 - Click **Download**

Or

- Click **Print PDF Report**.



Application Tip

Additional button on the page that helps you perform other tasks:

- Click **Previous** to return to the View User Profile List for that terminal.

Topic 7. Manage a Check Capture Terminal Offline

If you are assigned the role of **Check Capture Administrator (CCA)** or **Check Capture Supervisor (CCS)**, you are the only authorized users who can configure the OTCnet Offline check capture settings for your agency's terminal(s). To meet your location's check capture needs, each OTCnet terminal must have configuration settings individually applied.

You can add or update the following:

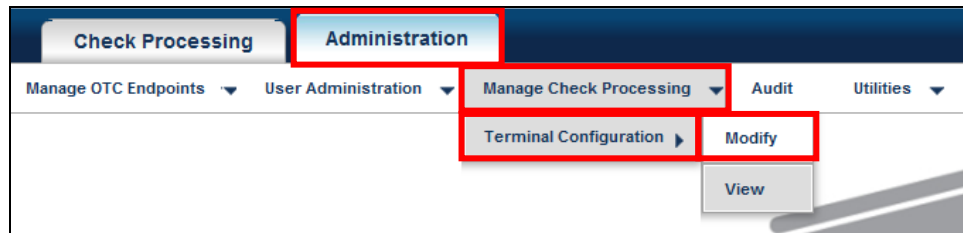
- **System Configuration:** Used to ensure Task Execution on Start Up or Batch Close, LVD usage, and receipt printing.
- **Application Configuration:** Used to define a Terminal ID, processing mode, specify a cashflow method, as well as specify batch control and batch control prompts.
- **Devices Configuration:** Used to specify the scanner type and communication channel, enable franking, as well as enable a keypad and specify a keypad communication channel.
- **Standalone Configuration:** Used to define a secondary storage, specify if supervisor approval is required to upload a batch, specify retention periods for batches and audit logs, as well as specify secure batch transmission details and proxy server configuration details (if applicable).
- **Available OTC Endpoints:** Used to add available OTC Endpoints for check capture.
- **Configured OTC Endpoints:** Used to set a default OTC Endpoint, review already-configured OTC Endpoints or remove unused OTC Endpoints from the terminal.

Configure a Check Capture Terminal

To configure a check capture terminal Offline, complete the following steps:

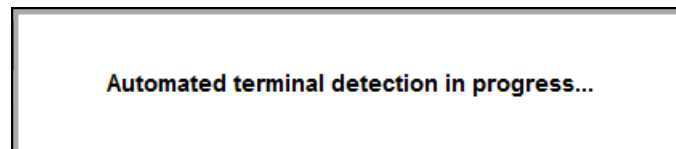
1. Click the **Administration** tab.
2. Select **Manage Check Processing**, then select **Terminal Configuration** and click **Modify** (see Figure 59 below).

Figure 59. Modify Terminal



The *Step 1 of 4: Gathering Terminal Information* page appears with an Automated Terminal Detection in Progress message (see Figure 60 below).

Figure 60. Step 1 of 4: Gathering Terminal Information



3. The *Step 2 of 4: Update Terminal Configuration* page appears. Under System Configuration (see Figure 61 below),
 - a. Set Task Execution
 - b. Set LVD Usage (optional)
 - c. Set Receipt Printing (optional)

By default, all tasks execute on **Start Up** and **Close Batch**. Unless you want the tasks to execute on **Start Up** and **Batch Close** every time, customize your options appropriately. If none of the tasks are checked, then none of the tasks will be executed.

Figure 61. Step 2 of 4: Update Terminal Configuration

Terminal Configuration

Step 2 of 4: Update the Terminal Configuration

▼ System Configuration

Task Execution

Task Selection	Execute On	Execute On
Download OTC Endpoint	<input checked="" type="checkbox"/> Start Up	<input checked="" type="checkbox"/> Close Batch
LVD Download	<input checked="" type="checkbox"/> Start Up	<input checked="" type="checkbox"/> Close Batch
Acknowledge Batch	<input checked="" type="checkbox"/> Start Up	<input checked="" type="checkbox"/> Close Batch
Upload Batch	<input checked="" type="checkbox"/> Start Up	<input checked="" type="checkbox"/> Close Batch

LVD Usage

	Personal Check	Non Personal
Customer Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customer Not Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
LVD Download override is required after	30	days

Receipt Printing

☒ Person Present

☒ Manual
☐ Automatic ☐ with preview

☐ Person Not Present

☒ Manual
☐ Automatic ☐ with preview

Printer Name

4. Under **Application Configuration:** (see Figure 62 below).
 - a. Enter **Terminal ID** (this is a onetime setting per Terminal)
 - b. Select **Single** or **Batch** for **Processing Mode**
 - c. Select **Settle Best Method** or **Truncate All**
 - d. Select **Optional** or **Mandatory** for **Batch Control**
 - e. Click **Prompt on Batch Create** and/or **Prompt on Batch Close**

For more details, refer to the *Configure a Check Capture Terminal Offline* printable job aid below.

Figure 62. Application Configuration

The screenshot displays the 'Application Configuration' form. The title 'Application Configuration' is highlighted with a red box. The form contains the following fields and options:

Terminal ID *	<input type="text"/>
Host Name	BAHR9YFTK5
Processing	<input checked="" type="radio"/> Single <input type="radio"/> Batch
Cashflow	<input checked="" type="radio"/> Settle Best Method <input type="checkbox"/> Back Office Processing Only <input type="radio"/> Truncate All Items
Batch Control	<input type="radio"/> Optional <input checked="" type="radio"/> Mandatory
Batch Control Prompts	<input type="checkbox"/> Prompt on Batch Create <input checked="" type="checkbox"/> Prompt on Batch Close

5. Under **Device Configuration:** (see Figure 63 below),
 - a. Select the **Scanner Model** (required)
 - b. Select **USB Port** or **Serial Port** (required)
 - c. Check **Franking Enabled** (optional)
 - d. Check **Key Pad Enabled** (optional)
 - e. Check **Pass Through Channel** or **Serial Port for Keypad Communication Channel** (if applicable, required)

For more details, refer to the *Configure a Check Capture Terminal Offline* printable job aid below.

Figure 63. Device Configuration

The screenshot shows a 'Devices Configuration' window with a red box around the title bar. The window contains the following fields and options:

Scanner*	Panini I:Deal	▼
Communication Channel*	<input checked="" type="radio"/> USB Port	
	<input type="radio"/> Serial Port	COM3 ▼
Franking Enabled	<input type="checkbox"/>	
Keypad Enabled	<input type="checkbox"/>	
Keypad Communication Channel	<input checked="" type="radio"/> Pass Through Channel	
	<input type="radio"/> Serial Port	COM3 ▼

6. Under **Standalone Configuration:** (see Figure 64 below),
 - a. Set **Secondary Storage** (required)
 - b. Set **Supervisor Approval** (optional)
 - c. Set **Retention Periods** (required)
 - d. Set **Secure Batch Transmissions**
 - e. Set **Proxy Server Configuration**

For more details, refer to the *Configure a Check Capture Terminal Offline* printable job aid below.

Once the terminal configuration settings have been entered, click **Next**.

Figure 64. Standalone Configuration

The screenshot displays the 'Standalone Configuration' window. The title bar is highlighted with a red box. The window is divided into several sections:

- Secondary Storage***: A text input field followed by a 'Browse' button.
- Supervisor Approval**: A checkbox labeled 'Supervisor Approval Required for Upload Batch'.
- Retention Periods**: Two rows of input fields. The first row is 'Batch Retention Period*' with a value of '14' and a unit of 'days'. The second row is 'Audit Log Retention Period*' with a value of '365' and a unit of 'days'.
- Secure Batch Transmission**: Three rows of input fields. The first row is 'WSDL URL' with the value 'https://qae.ws.otcnet.fms.treas.gov/otcnet/p os/OTCnetPOSWebservice'. The second row is 'Number of Re-Tries*' with a value of '3' and a dropdown arrow. The third row is 'Re-Try Interval*' with a value of '10000' and a unit of 'milliseconds'.
- Proxy Server Configuration**: A series of checkboxes and input fields. 'Use Firewall Agent' is unchecked. 'Firewall Agent' is a dropdown menu showing '-- blank --'. 'Use Proxy' is unchecked. 'Proxy Timeout' is a dropdown menu showing '-- blank --'. 'Proxy User' is a dropdown menu showing '-- blank --'. 'Proxy Password' is a text input field with masked characters. 'Proxy Server' is a dropdown menu showing '-- blank --'. 'Proxy Port' is a dropdown menu showing '-- blank --'.

At the bottom right, there are two buttons: 'Cancel' and 'Next >>'. The 'Next >>' button is highlighted with a red box.

7. The *Step 3 of 4: Update the Configured OTC Endpoints* page appears. **Select** the OTC Endpoint(s) that you want to Add by checking the box(es) under the Add column, and click **Add** (see Figure 65 below).

Figure 65. Step 3 of 4: Update the Configured OTC Endpoints

Terminal Configuration [1] [2] [3]

Step 3 of 4: Update the Configured OTC Endpoints

Available OTC Endpoints

<< < Page 1 > >> of 1 Pages

ALC+2	OTC Endpoint	Form Version	Description	Add [Check All / Uncheck All]
00000303TT	E1	2004	Endpoint 1	<input type="checkbox"/> Add >>

Configured OTC Endpoints
No OTC Endpoints have been configured for this terminal

<< Previous Cancel Next >>

8. Under **Configure OTC Endpoint(s)**: (see Figure 66 below),
- Select a **Default OTC Endpoints** (required)
 - Select the **OTC Endpoints** that you want to Delete by checking the box(es) under the Remove column, and click **Remove** (if applicable)

Once the Endpoints have been selected for updates, click **Next**

Figure 66. Configure OTC Endpoints

Terminal Configuration [1] [2] [3]

Step 3 of 4: Update the Configured OTC Endpoints

Available OTC Endpoints

Configured OTC Endpoints

Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description	Remove [Check All / Uncheck All]
<input type="checkbox"/>	00000303TT	E1	2004	Endpoint 1	<input type="checkbox"/> Remove

<< Previous Cancel Next >>

9. The *Step 4 of 4: Review the Terminal Configuration* page appears. Verify the Terminal Configuration is correct and click **Submit**. Click **Edit** if you need to modify the information entered (see Figure 67 below).

Figure 67. Step 4 of 4: Review the Terminal Configuration

10.

Terminal Configuration

1 2 3 4

Step 4 of 4: Review the Terminal Configuration

Please review the Terminal Configuration record and click submit to save the changes

OTC Endpoint Configuration

OTC Endpoint Configuration

[Edit]

Configured OTC Endpoints

There are no configured OTC Endpoints available

Added OTC Endpoints

Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description
✓	00000303TT	E1	2004	Endpoint 1

Removed OTC Endpoints

There are no OTC Endpoints Removed

System Configuration

Task Execution

Task Selection	Execute On Start Up	Execute On Close Batch
Download OTC Endpoint	✓	✓
LVD Download	✓	✓
Acknowledge Batch	✓	✓
Upload Batch	✓	✓

LVD Usage

	Personal Check	Non Personal
Customer Present	✓	✓
Customer Not Present	✓	✓
LVD Download override is required after	30 days	

Receipt Printing

Person Present	Manual
Person Not Present	None
Printer Name	

Application Configuration

Terminal ID	BAH01
Host Name	BAHR9YFTK5
Processing	Single
Cashflow	Settle Best Method
Batch Control	Mandatory
Batch Control Prompts	Prompts on Batch Close

Devices Configuration

[Edit]

Scanner	RDM EC7000i
Communication Channel	USB Port
Franking Enabled	
Keypad Enabled	
Keypad Communication Channel	

Standalone Configuration

[Edit]

Secondary Storage

Secondary Storage

C:\OTCnet_qae

Supervisor Approval

Supervisor Approval Required for Upload Batch

✓

Retention Periods

Batch Retention Period

14 days

Audit Log Retention Period

365 days

Secure Batch Transmission

WSDL URL

https://qae.ws.otcnet.fms.treas.gov/otcnet/pos/OTCnetPOSWebService

Number of Re-Tries

3

Re-Try Interval

10000 milliseconds

Proxy Server Configuration

Use Firewall Agent

Firewall Agent

Use Proxy

Proxy Timeout

Proxy User

Proxy Password

Proxy Server

Proxy Port

< Previous

Cancel

Submit

10. A Confirmation page appears stating that the *Terminal Configuration* record has been updated (see Figure 68 below).

Figure 68. Terminal Configuration Confirmation

Terminal Configuration

Confirmation

The following Terminal Configuration record has been updated

OTC Endpoint Configuration
Configured OTC Endpoints

There are no configured OTC Endpoints available

Added OTC Endpoints

Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description
✓	00000303TT	E1	2004	Endpoint 1

Removed OTC Endpoints

There are no OTC Endpoints Removed

System Configuration
Task Execution

Task Selection	Execute On Start Up	Execute On Close Batch
Download OTC Endpoint	✓	✓
LVD Download	✓	✓
Acknowledge Batch	✓	✓
Upload Batch	✓	✓

LVD Usage

	Personal Check	Non Personal
Customer Present	✓	✓
Customer Not Present	✓	✓
LVD Download override is required after	30 days	

Receipt Printing

Person Present	Manual
Person Not Present	None
Printer Name	

Application Configuration

Terminal ID	BAH01
Host Name	BAHR9YFTK5
Processing	Single
Cashflow	Settle Best Method
Batch Control	Mandatory
Batch Control Prompts	Prompts on Batch Close

Devices Configuration

Scanner	RDM EC7000i
Communication Channel	USB Port
Franking Enabled	
Keypad Enabled	
Keypad Communication Channel	

Standalone Configuration
Secondary Storage

Secondary StorageC:\OTCnet_qae

Supervisor Approval

Supervisor Approval Required for Upload Batch✓

Retention Periods

Batch Retention Period	14 days
Audit Log Retention Period	365 days

Secure Batch Transmission

WSDL URL	https://qae.ws.otcnet.fms.treas.gov/otcnet/pos/OTCnetPOSWebService
Number of Re-Tries	3
Re-Try Interval	10000 milliseconds

Proxy Server Configuration

Use Firewall Agent	
Firewall Agent	
Use Proxy	
Proxy Timeout	
Proxy User	
Proxy Password	
Proxy Server	
Proxy Port	

[Return Home](#)



Configure a Check Capture Terminal Offline

To configure a check capture terminal offline, complete the following steps:

1. Click the **Administration** tab.
2. Select **Manage Check Processing>Terminal Configuration** and click **Modify**. The *Step 1 of 4: Gathering Terminal Information* page appears with *Automated terminal detection in progress...* message.



Application Tip

When the *Automated terminal detection in progress...* message appears, the system reads the desktop settings and displays the appropriate information on the next page.

3. The *Step 2 of 4: Update the Terminal Configuration* page appears. Enter the system configuration.

Under **System Configuration**,

Set **Task Execution** by,

- Checking or unchecking **Start Up** and/or **Close Batch** for
 - Download OTC Endpoint
 - LVD Download
 - Acknowledge Batch
 - Upload Batch



Application Tip

By default, all tasks execute on **Start Up** and **Close Batch**. Unless you want the tasks to execute on **Start Up** and **Batch Close** every time, customize your options appropriately. Note, if none of the tasks are checked, then none of the tasks will be executed.



Application Tip

Download OTC Endpoint: If enabled, the offline application automatically downloads updated forms, organization information, DDS flags, and the endpoint status from the OTCnet Online servers.

LVD Download: If enabled and there is no previous LVD located on the terminal, the full LVD downloads. Subsequent LVD Downloads:

- Update existing records (if necessary)
- Download new records

Acknowledge Batch: If enabled, the offline application automatically acknowledges any uploaded batches that have successfully been processed by the OTCnet Online application.

Upload Batch: If enabled, OTCnet Offline automatically uploads any approved batches. If the supervisor approval flag is unchecked in terminal configuration, the Upload Batch task uploads Closed batches. The local activity log is also uploads during the Upload Batch task. Additionally, the terminal configuration information uploads for use by Customer Service in Terminal Query.

Set **LVD Usage** by, *optional*

- Checking or unchecking **Personal Check** and/or **Non Personal** for Customer Present
- Checking or unchecking **Personal Check** and/or **Non Personal** for Customer Not Present
- Entering the number of **days** an **LVD Download override is required after**



Application Tip

By default all four checkboxes (Personal and/or Non Personal checks and Customer Present and/or Customer Not Present) for (Local Verification Database) LVD Usage are checked and they are optional. If all of them are not checked, then the LVD verification feature is disabled.



Application Tip

If any of the **LVD Usage** check boxes are checked, the number of days an **LVD Download override is required after** is required. The **LVD Download override is required after** field specifies the number of days that can pass before the LVD is considered stale and requires a **Check Capture Supervisor** to approve scanning checks against the stale LVD; otherwise, the operator is required to download the latest LVD.

Set **Receipt Printing** by, *optional*

- Checking **Person Present**, *optional*
 - Click the **Manual** or **Automatic** radio button
 - Check **with preview**
- Checking **Person Not Present**, *optional*
 - Click the **Manual** or **Automatic** radio button
 - Check **with preview**
- Selecting the **Printer Name**



Application Tip

Leaving both the **Person Present** and **Person Not Present** fields unchecked results in the disabling of this option. Click the appropriate box(es) if receipts are desired. Choosing **Manual** requires that the operator take additional steps to print the receipt. Choosing **Automatic** results in a receipt printout each time a transaction has been entered. Choosing **With Preview** option allows the operator to see the receipt on the screen prior to the generation of the printout. When the **Person Present** and/or **Person Not Present** fields are clicked, the default setting is **Manual**.

Under **Application Configuration**,

- Enter the **Terminal ID**



Application Tip

The **Terminal ID** field is available for data entry during initial setup. After the **Terminal ID** is assigned it is protected and cannot be changed.



Application Tip

The **Host Name** field is automatically generated based on your computer's registry and cannot be changed.

- Select **Single** or **Batch** for Processing mode



Application Tip

Single processing mode allows the user to scan only one check at a time. **Batch** processing mode allows groups of checks to be scanned all at once, prior to the data entry for the items. **Batch** processing mode is only available for EC7000i, EC7500i, EC9000i, and all Panini scanners.

- Select **Settle Best Method** or **Truncate All Items** for Cashflow
 - Check **Back Office Processing Only**



Application Tip

The **Settle Best Method** is the default selection and when selected exclusively on the configuration screen, all processing methods (Customer Present, Customer Not Present, and Back Office) are allowed for either personal or non-personal items on the Entry Screen. The **Back Office Processing** method should be used by agencies that receive payments in person, and then scan the checks at a later time in a controlled, back office environment. **Truncate All Items** represents only non-personal items are allowed (for all processing methods) on the Entry Screen.

- Select **Optional** or **Mandatory** for Batch Control



Application Tip

If the **Batch Control** is set to **Optional**, OTCnet prompts the user to use the batch control and enter the batch control totals. If the **Batch Control** is set to **Mandatory**, OTCnet prompts for batch control totals.

- Click **Prompt on Batch Create** and/or **Prompt on Batch Close** for Batch Control Prompts

Under **Devices Configuration**,

- Select the **Scanner** model, *required*
- Select **USB Port** or **Serial Port**, *required*
 - Select the Serial Port type



Application Tip

USB Port: RDM EC7500i, RDM EC9000i, Panini MyVision, Panini VisionX, and Panini I: Deal scanners require USB port communication channel. RDM EC7000i scanner support USB and Serial communication channels.

Serial Port: USB-to-serial adapters are not supported. RDM EC7000i scanners support USB and Serial communication channels.

COM dropdown: The user selects the serial port (aka COM port) where they have connected a serial scanner.

- Check **Franking Enabled**, *optional*

**Application Tip**

The **Franking Enabled** option allows the scanner to automatically stamp the front of checks. Franking is only available for EC7000i, EC7500i, EC9000i, and Panini I: Deal scanners.

- Check **Keypad Enabled**, *optional*

**Application Tip**

The **Keypad Enabled** option is available when electing to use the optional Yes/No keypad. Enabling the keypad allows the check writer to confirm the transaction dollar amount via the keypad.

- Check **Pass Through Channel** or **Serial Port** for **Keypad Communication Channel** *if applicable, required*

**Application Tip**

If **Keypad Enabled** option is enabled, then **Pass Through Channel** or **Serial Port** is available for selection.

Under **Standalone Configuration**,

- Set **Secondary Storage** by, *required*
 - Browsing for and selecting a **Secondary Storage** location

**Application Tip**

Do not set the **Secondary Storage** to the terminal's local workstation (e.g. C:\ drive) instead browse to a folder on the network drive or Flash drive that is accessible by all that use OTCnet. While it is possible to set the location of the secondary storage to a local folder, it is not recommended, and a warning will be displayed.

**Application Tip**

The **Secondary Storage** location cannot contain any spaces. For example, use E:\SecondaryFolder vs. E:\Secondary Folder.

- Set **Supervisor Approval** by, *optional*

- Checking or unchecking **Supervisor Approval Required for Upload Batch**



Application Tip

By default, the **Supervisor Approval Required for Upload Batch** is unchecked. Checking **Supervisor Approval Required for Upload Batch** indicates that a **Check Capture Supervisor's (CCS)**, or a check capture user with the **Batch Approver** permission, approval is required to upload a batch to the OTCnet server when there is internet connectivity. Additionally, the **CCS** needs to approve the batch from the terminal where the checks were captured. If unchecked, batches that are Closed but not Approved may be uploaded, but must be approved once the batch is available in Online OTCnet.

Set **Retention Periods** by,

- Entering the number of **days** for Batch Retention Period
- Entering the number of **days** for Audit Log Retention Period



Application Tip

The **Batch Retention Period** refers to the period of time that a batch is available in both primary storage and secondary storage. After the **Batch Retention Period** passes for a batch, the batch is removed from Primary and Secondary Storage. This only applies to Acknowledged and Deactivated batches. All other batches remain in Primary and Secondary storage indefinitely.



Application Tip

By default, the **Batch Retention Period** is set to **14** days. By default, the **Audit Log Retention Period** is set to **365** days.

Under **Secure Batch Transmission**,

- Set the **WSDL URL** by,
 - Selecting the **Number of Re-Tries**
 - Entering the **number of milliseconds** for Re-Try Interval



Application Tip

By default, the **WSDL URL Number of Retries** is set to **3**. The **Number of Re-Tries** is the number of attempts the OTCnet Offline application will make to connect with the OTCnet Online server. The **Re-Try Interval** allows for specifying the number of milliseconds before the OTCnet Offline attempts another connection to the OTCnet Online server (to maximum of 100,000 ms) in order to transmit the batch.

Under **Proxy Server Configuration**, *if applicable*

- Check **Use Firewall Agent**
 - Enter the **Firewall Agent**
- Check **User Proxy**
 - Enter the **Proxy Timeout**
 - Enter the **Proxy User**
 - Enter the **Proxy Password**
 - Enter the **Proxy Server**
 - Enter the **Proxy Port**



Application Tip

If **Proxy Server Configuration** settings are entered when the **Check Capture Administrator's** profile was retrieved, then the Proxy Server Configuration settings are saved in the system, are displayed here, and can be modified.



Application Tip

If the **Use Firewall Agent** option is enabled, then the **Fire Agency** is available for configuration and the agent name can be entered.



Application Tip

If the **Use Proxy** option is enabled, then **Proxy Timeout**, **Proxy User**, **Proxy Password**, **Proxy Server**, and **Proxy Port** are available for configuration.

4. Click **Next**. The *Step 3 of 4: Update the Configured OTC Endpoints* page appears.

Under **Available OTC Endpoints**,

- Select the **OTC Endpoint(s)** you want to **Add** by checking the box(es) under the **Add** column, and click **Add**.



Application Tip

The OTC Endpoints are permission based and are only visible to users with the appropriate permissions.

Under **Configure OTC Endpoint**,

- Select a **Default OTC Endpoint**, *required*



Application Tip

Selecting a **Default OTC Endpoint** determines which OTC Endpoint to use when performing Scan Checks actions.



Application Tip

Multiple OTC Endpoints can be selected but only one can be set as a **Default OTC Endpoint**.

- Select the OTC Endpoint(s) you want to **Delete** by checking the box(es) under the **Remove** column, and click **Remove**, *if applicable*.
5. Click **Next**. The *Step 4 of 4: Review the Terminal Configuration* page appears. Verify the Terminal Configuration is correct and click **Submit**. Click **Edit** if you need to modify the information entered.
 6. A *Confirmation* page appears stating that the Terminal Configuration record has been updated.



Application Tip

Additional button on the page that help you perform other tasks:

- Click **Return Home** to the OTCnet Home Page.

View a Check Capture Terminal's Configuration

To view a Check Capture Terminal's Configuration, complete the following steps:

1. Click the **Administration** tab.
2. Click **Manage Check Processing**. Next, go to **Terminal Configuration** and click **View**.
The *View* page appears (see Figure 69 and 70 below).

Figure 69. View Terminal Configuration

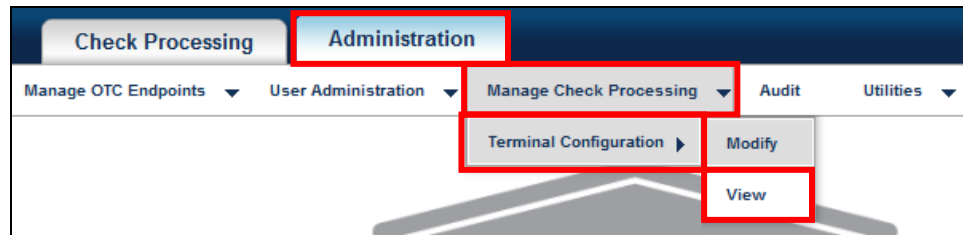


Figure 70. Terminal Configuration View

Terminal Configuration

View

View the following Terminal Configuration record

OTC Endpoint Configuration
Configured OTC Endpoints

Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description
✓	00000303TT	E1	2004	Endpoint 1

System Configuration

Task Execution

Task Selection	Execute On Start Up	Execute On Close Batch
Download OTC Endpoint	✓	✓
LVD Download	✓	✓
Upload Batch	✓	✓
Acknowledge Batch	✓	✓

LVD Usage

	Personal Check	Non Personal
Customer Present	✓	✓
Customer Not Present	✓	✓
LVD Download override is required after	30 days	

Receipt Printing

Person Present	Manual
Person Not Present	None
Printer Name	

Application Configuration

Terminal ID	BAH01
Host Name	BAHRSYFTK5
Processing	Single
Cashflow	Settle Best Method
Batch Control	Mandatory
Batch Control Prompts	Prompts on Batch Close

Devices Configuration

Scanner	RDM EC7000i
Communication Channel	USB Port
Franking Enabled	
Keypad Enabled	
Keypad Communication Channel	

Standalone Configuration

Secondary Storage

Secondary Storage	C:\OTCnet_qae
-------------------	---------------

Supervisor Approval

Supervisor Approval Required for Upload Batch	✓
---	---

Retention Periods

Batch Retention Period	14 days
Audit Log Retention Period	365 days

Secure Batch Transmission

WSDL URL	https://gae.ws.otcnet.fms.trea.s.gov/otcnet/pos/OTCnetPOSWebService
Number of Re-Tries	3
Re-Try Interval	10000 milliseconds

Proxy Server Configuration

Use Firewall Agent	
Firewall Agent	
Use Proxy	
Proxy Timeout	
Proxy User	
Proxy Password	
Proxy Server	
Proxy Port	

[Return Home](#)



View a Check Capture Terminal's Offline Configuration Settings

To view check capture terminal configuration settings, complete the following steps:

1. Click the **Administration** tab.
2. Select **Manage Check Processing>Terminal Configuration** and click **View**. The *View* page appears.



Application Tip

Additional button on the page that helps you perform other tasks:

- Click **Return Home** to the OTCnet Home Page.

Topic 8. Search an Audit Log

The audit log records all interactions between the user and OTCnet and allows users to search and view Audit Log entries for the completed audit trail within OTCnet. The Audit Log is available for download to a *comma separated value* report (CSV) and opened in a spreadsheet program or available to print in a formatted audit log report.

If the audit log records contain Personally Identifiable Information (PII), the data is masked in the Transaction Description. To view more details about a specific batch, including PII, access Batch Management.

Each user role can view specific audit logs. For example, if you are assigned the role of **Check Capture Administrator (CCA)**, you can view partial administration-related activities and all check capture-related activities. If you are assigned the role of **Check Capture Supervisor (CCS)**, however, you can view partial check capture-related activities pertaining to your actions or actions taken by **Check Capture Lead Operators (CCLO)** or **Check Capture Operators (CCO)**. If you are assigned the role **CCLO** or **CCO**, you can only view your own check capture-related activities.

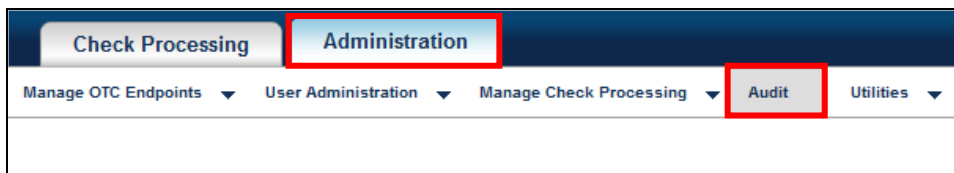
You can search audit logs by module, user, OTC Endpoint, as well as other search criteria. If you run additional searches, the *Search Results* table repopulates with the results of the new search. Before you can view an audit log, you must access OTCnet Offline and enter your online User ID and offline password.

Search an Audit Log

To search an Audit Log, complete the following steps:

1. Click the **Administration** tab.
2. Click **Audit** (see Figure 71 below).

Figure 71. Audit Log



3. The *Search Audit Log* page appears. Enter the search criteria for the activities you would like to view and click **Search**.

Under **Search Criteria**: (see Figure 72 below).

- Select **Module Type**, *required*

Module options include **All**, **Administration**, **Check Capture**, and **Check Processing**. Additionally the Module drop-down options vary by user role.

- Enter a **User**
- Select and **OTC Endpoint**
- Enter the **From** and **To** Dates and Times, *required*

The **From** and **To** Dates must be entered in MM/DD/YYYY format and cannot exceed 30 days

- Select a **Keyword**, *required*
- Select a **Category Name**
- Enter the **Terminal ID**
- Enter the **Batch ID**
- Select an **Event Type**
- Select an **Operation Mode**

Figure 72. Search Audit Logs

Search Audit Logs 1

* Denotes required fields.

Search Criteria

Module:*

User:

OTC Endpoint:

From:*

To:*

Keyword:*

Category Name:

Terminal ID:

Batch ID:

Event Type:

Operation Mode:

Event types are categories of events that are recorded by the audit log.

Table 2. Event Types

Event Type	Description
All	Includes all event types in the audit log
Error	Error entries are created when the system is unable to complete an action
Informational	Information entries are general records of the activity that has happened while using OTCnet
Warning	Warning entries are created to inform the user when events of note have taken place. This includes cancelling an action, deleting information from the system and inactive users

4. To view additional details for an individual audit log entry, click the **Audit Log ID** hyperlink (see Figure 73 below).

Click **Download** to download the search results. Click **Print Audit Log Records** to print a formatted audit log record.

Figure 73. Audit Log ID

Click the Audit Log ID if you would like to view additional details.
Download or Print Search Results? [Download](#) [Print Audit Log Records](#)

<< < 1-5 > >> of 5 Records

Audit Log ID	Created On (GMT Time)	Context	User	OTC Endpoint	TerminalBatch ID	Transaction Description	Module	Event Type
246	10/29/2014 13:18:07	Maintenance - LVD	sccsup17	E1		Update lvd successful	Administration	INFO
245	10/29/2014 13:17:54	Endpoint Configuration - Download	sccsup17	E1		OTC Endpoint was updated	Administration	INFO
244	10/29/2014 13:17:54	OTC Endpoint Download - Download Accounting Code Success	sccsup17	E1		Download OTC Endpoint - accounting codes already up to date	Administration	INFO
242	10/29/2014 13:17:32	User Account - Login	sccsup17			UserContext created due to new login or replaced previous user login. userId='sccsup17' userName='SallyAA C CSup' userOrganization='P' ermissions='[Permission: moduleKey='OTCNET' roleKey='POS-SUP' accessGroupId='28011', Permission: moduleKey='OTCNET' roleKey='C P-AGY-LSA' accessGroupId='28011']'	Administration	INFO
241	10/29/2014 13:17:32	User Account - Logon Success	sccsup17			Successful logon	Administration	INFO

<< < 1-5 > >> of 5 Records

Search an Audit Log

To search an audit log using OTCnet Offline, complete the following steps:

1. Click the **Administration** tab.
2. Click **Audit**. The *Search Audit Logs* page appears.
3. Enter the search criteria for the activities you would like to view.

Under **Search Conditions**, *optional*

- Select a **Module** type.



Application Tip

Module options include **All**, **Administration**, **Check Capture**, and **Check Processing**.



Application Tip

The **Module** drop-down options vary by user role.

- Enter a **User**
- Select an **OTC Endpoint**



Application Tip

If you do not know the full name of OTC Endpoint, you can enter a partial name search (as few as one letter) in the **Starts with** text box and click the **Select From List** icon (magnifying glass).

- Enter the **From** and **To** date and time ranges, *required*



Application Tip

The **From** and **To Created On Date** must be entered in MM/DD/YYYY format and cannot exceed 30 days.

- Select a **Keyword**, *required*
- Select a **Category Name**, *required*

**Application Tip**

The **Keyword** and **Category Name** drop-down options vary by user role.

- Enter the **Terminal ID**
- Enter the **Batch ID**
- Select an **Event Type**

**Application Tip**

Event Types are categories of events that are recorded by the audit log.

Event Type	Description
All	Includes all event types in the audit log
Error	Error entries are created when the system is unable to complete an action.
Informational	Information entries are general records of the activity that has happened while using OTCnet.
Warning	Warning entries are created to inform the user when events of note have taken place. This includes cancelling an action, deleting information from the system and inactive users.

- Select an **Operation Mode**

**Application Tip**

Operation Mode option includes **Offline**.

4. Click **Search**. The *Search Results* table appears below.

**Application Tip**

If you run a search without specifying any criteria, the search results include all activities in the system that you have access to view. If you run additional searches, the Search Results table repopulates with the results of the new search.

**Application Tip**

Click **Download** to download the search results. Click **Print Audit Log Records** to print a formatted audit log record.

5. Click the **Audit Log ID** hyperlink to view additional details for an individual audit log entry. The *View Audit Log Details* page appears.

**Application Tip**

If the audit log records contain Personally Identifiable Information (PII) in the Transaction Description, the data is masked. To view more details about a specific batch including PII access Batch Management.

**Application Tip**

Additional buttons on the pages that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Return Home** to the OTCnet Home Page.

Topic 9. Recover a Batch

If you are assigned the role of **Check Capture Supervisor (CCS)**, you can recover a batch from a non-functioning terminal and restore items to a backup terminal. Batch Recovery would occur when a Check Capture terminal unexpectedly fails any time prior to batches being uploaded Online. If the backup or contingency terminal is being used to process batches, all batches must be closed and transmitted before using the terminal for batch recovery. The primary terminal and the contingency terminal must both have the same secondary storage or a compatible secondary storage for the batch recovery to work. Additionally, the full name of the user on the new system must match the name of the user that created the batch. Also, the Agency Location Code (ALC) and Terminal ID must match that of the batch to be recovered.

For the Batch Recovery function to work:

- The backup or contingency terminal being used to process batches must be closed and transmitted before using the terminal for batch recovery
- The primary terminal and the contingency terminal must both have the same storage or a compatible secondary storage
- The full name of the user on the new terminal must match the name of the user that created the batch
- The Agency Location Code (ALC) and Terminal ID must match that of the batch to be recovered

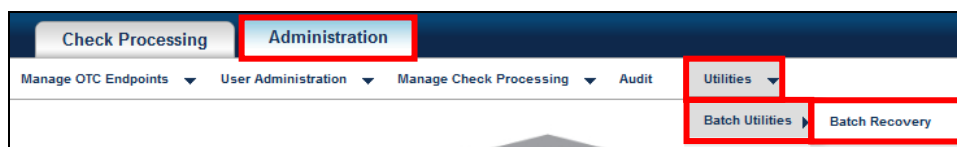
The Recover Batch function supports the recovery of batches that contain transactions with associated accounting codes from secondary storage.

Recover a Batch

To recover a batch, complete the following steps:

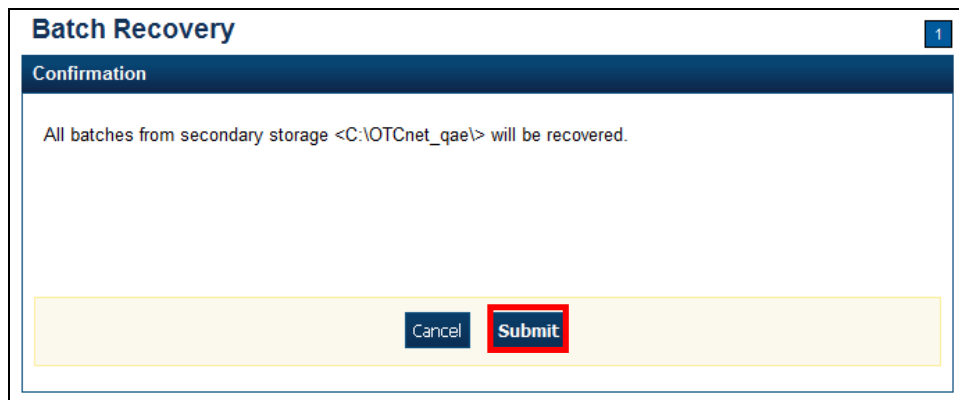
1. Click the **Administration** tab.
2. Select **Utilities**. Next, select **Batch Utilities** and then click **Batch Recovery** (see Figure 74 below).

Figure 74. Batch Recovery



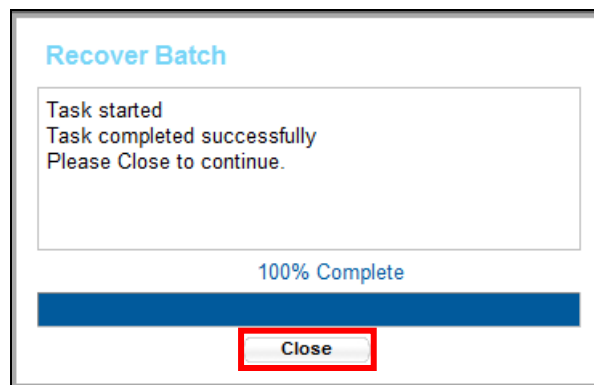
3. The *Review Recovery* page appears. Click **Submit** (see Figure 75 below).

Figure 75. Batch Recovery Review



4. The *Percentage Complete* dialog box appears. Click **Close** (see Figure 76 below).

Figure 76. Batch Recovery Percentage Complete



Wait until the display percent completion reaches 100% before clicking **Close**. If the **Cancel** button is clicked before the batch recovery is complete, a dialog box appears asking if you want to cancel the batch recovery. Click **Yes** to cancel the batch recovery or click **No** to continue recovering the batch.

5. A *Review* page shows the total number of batches that have been successfully recovered from the secondary storage (see Figure 77 below).

Figure 77. Successfully Recovered Batches

The screenshot displays a web interface titled "Batch Recovery". Below the title is a dark blue header bar with the word "Confirmation" in white. The main content area is white and contains the text "Successfully recovered 0 batches from secondary storage <C:\OTCnet_qae\>!". At the bottom of the page, there is a light yellow rectangular box containing a red button with the text "Return Home" in white.



Recover a Batch

To recover a batch, complete the following steps:

1. Click the **Administration** tab.
2. Select **Utilities>Batch Utilities** and click **Batch Recovery**. The *Review Recovery* page appears.



Application Tip

For the **Batch Recovery** function to work:

- The backup or contingency terminal being used to process batches must be closed and transmitted before using the terminal for batch recovery
- The primary terminal and the contingency terminal must both have the same storage or a compatible secondary storage
- The full name of the user on the new terminal must match the name of the user that created the batch
- The **Agency Location Code (ALC)** and **Terminal ID** must match that of the batch to be recovered



Application Tip

The **Recover Batch** function supports the recovery of batches that contain transactions with associated accounting codes from secondary storage.

3. Click **Submit**. The *Percentage Complete* dialog box appears.
4. Click **Close**. The *Review* page shows the total number of batches that have been successfully recovered from the secondary storage.



Application Tip

Wait until the display percent completion reaches 100% before clicking **Close**. If the **Cancel** button is clicked before the batch recovery is complete, a dialog box appears asking if you want to cancel the batch recovery. Click **Yes** to cancel the batch recovery or click **No** to continue recovering the batch.

5. A *Review* page shows the total number of batches that have been successfully recovered from the secondary storage.



Application Tip

Additional button on the page that helps you perform other tasks:

- Click **Return Home** to return to the OTCnet Home Page.

Summary

In this chapter, you learned:

- Purpose of Setting Up and Configuring Check Capture Offline
- Download and Install OTCnet Offline Check Capture Software
- Retrieve a Check Capture Administrator Profile
- Manage OTC Endpoints
- Manage User Profiles
- Manage Offline Users
- Manage a Check Capture Terminal Offline
- Search an Audit Log
- Recover a Batch

Glossary

A

Access Groups by Users Report - This report displays the roles and the corresponding access groups of the role for a particular OTCnet user. The role assigns the permissions (functions/features) that a user has access to in OTCnet. The access group governs the OTC Endpoint(s) and the data that a user has permission to access.

Accounting Code - A unique agency classification code assigned to a transaction, which identifies the FRB Account Key that is used within the Federal Reserve. In check capture, it is a method of grouping individual check transactions into certain classifications. In deposit reporting, the classification is being done at a voucher level, where a voucher is being classified with one or many agency defined accounting codes or TAS.

Accounting Code Description - A brief explanation that provides further detail about an accounting code.

Accounting Code Name - The title of the accounting code.

Accounting Key - The account number assigned to a deposit when it is submitted to FRB CA\$HLINK. The FRB Account Key is used by FRB CASHLINK in combination with the RTN to determine the appropriate CAN. The FRB Account Key is similar to the CAN, but is only used for FRB financial activity.

Accounting Specialist - A user who is an expert on the organizational structure, reporting needs and accounting rules for their agency. This role will establish and maintain the organizational foundation, accounting data and accounting relationships at the highest level of the agency in OTCnet. This role can also establish, maintain, and view processing options that one or more lower level endpoints will use in OTCnet.

Acknowledged Batch Status – Indicates the batch was transmitted and fully processed by the OTCnet server without error.

Acknowledged Error Batch Status – Indicates the acknowledge batch process experienced system errors and the acknowledgment was unsuccessful, or a user selected to cancel the batch acknowledgment which resulted in a batch being updated to Acknowledgment Error.

ACR Activity Report - A check processing business report that allows you to view detailed information about transactions that were adjusted, corrected, or reversed/rescinded. Users can generate a report that covers a maximum period of 45 calendar days.

Activity Type - The parameter indicates if a User Defined Field (UDF) is used for capturing custom agency information for a deposit or during classifying the deposit with accounting codes. OTCnet allows for the creation of three UDFs for the deposit activity, and two UDFs for the deposit accounting subtotals activity.

Adjustment Activity (FI) Report - A business report that allows you to view adjustments made by your financial institution (FI).

Adjustment Activity (FRB) Report - A business report that allows you view adjustments made by your Federal Reserve Bank (FRB).

Adjustments by OTC Endpoints Report - A business report that allows you to view adjustments made by Agency Location Code (ALC) and Adjustment Types (Credit, Debit or Return Item Adjustments). An adjustment was created when a deposit ticket has been received by a financial institution and the amount of the deposit does not match the deposit amount reported on the deposit ticket.

Agency CIRA Report - A check processing business report that allows you to view the batch level transaction activity for a specified OTC Endpoint. A user can filter the report by Received Date, Capture Date, Batch ID, or Check Capture Operator.

Agency Contact - A person designated by an agency as the primary contact regarding deposit-related matters.

Agency Information - The optional comments or instructions, receipt processing dates, alternate agency contact, and internal control number for your deposit.

Agency Location Code (ALC) - A numeric symbol identifying the agency accounting and/or reporting office.

Agency Location Code plus 2 (ALC+2) - The agency location code plus a unique two digit number that is used in OTCnet to identify a cashflow at a location within an ALC. This plus two digits accommodates the fact that one ALC can represent many locations, and allows the agency to identify those locations specifically.

Agency Manager - A user that has authorization to view and download CIRA CSV reports and ACR Activity reports, run CIRA queries and view other general reports such as the SF215 Deposit Ticket and 5515 Debit Voucher reports, as well as view and download Historical Reports. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint.

Alternate Agency Contact – A person designated by an agency as the secondary contact regarding deposit-related matters.

American Bankers Association (ABA) - (also known as **Bank Routing Number**) A routing transit number (RTN), routing number, or ABA number is a nine-digit bank code, used in the United States, which appears on the bottom of negotiable instruments such as checks identifying the financial institution on which it was drawn.

Approved Batch Status - Indicates that the batch is ready for settlement (online only). Indicates that the batch is ready for upload and settlement (offline only).

Audit Log - A table that records all interactions between the user and OTCnet Deposit Reporting, Check Capture, Check Processing, administrative actions and other processes that

take place in the application. Some entries also contain before and after values for actions completed. The audit log is available for download to a *comma separated value report (CSV)* and opened in a spreadsheet program or available to print in a formatted audit log report.

Automated Clearing House - A computerized network used by member financial institutions to process payment orders in machine readable form. ACH processes both credit and debit transactions between financial institutions in batches. ACH items are settled electronically and do not require an image.

Awaiting Approval (AWAP) - A deposit that is waiting for deposit confirmation by a Deposit Approver.

B

Back Office Processing Method - Indicates that a customer presented a check in person, but the check is being scanned in a controlled back-office environment away from the customer.

Batch - A file containing the transaction information and tiff images (collection of scanned checks) of one or more checks, which will be sent for settlement.

Batch Approver - An agency user that has the authorization to approve a batch either prior to batch upload from OTCnet Offline or when a batch is uploaded/submitted to OTCnet Online but not yet approved. The Batch Approver permission must be applied to either a Check Capture Lead Operator or Check Capture Operator roles and allows the operators to approve batches that they have created. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

Batch Control/Batch Balancing - An optional feature (which can be configured to be mandatory) that agencies can use as a batch balancing tool to perform checks and balances on the number of checks that have been scanned, and ensure their respective dollar amounts and check number totals have been accurately entered. The functionality is available for both single item mode and batch mode.

Batch ID - The unique number assigned to a batch by OTCnet.

Batch List Report - A report that contains transaction information for each batch item, including the Individual Reference Number (IRN), Item Type, ABA Number, Account Number, Check Number, and Amount.

Batch Status - Reflects the current state of a batch during processing, transmission, and settlement. The batch states for OTCnet Online are Open, Closed, Approved, and Forwarded. The batch states for OTCnet Offline are Open, Closed, Approved, Sending, Sent, Acknowledged, Send Error, and Acknowledgment Error (offline only).

Batch Uploader - An agency user that has the authorization to upload a batch from OTCnet Offline to the online database. The Batch Uploader permission must be applied to either a Check Capture Lead Operator or Check Capture Operator roles and allows the operators to auto-upload the batch upon close (if terminal is configured to do so), or upload approved

batches. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

Blocked - A customer may no longer present checks for a specific ABA number and account number due to manual entry by authorized persons into the MVD rather than the result of a failed transaction. If desired, an authorized user can edit the transactional record to a clear status.

Bureau of the Fiscal Service (FS) - (formerly FMS) The bureau of the United States Department of Treasury that provides central payment services to federal agencies, operates the federal government's collections and deposit systems, provides government wide accounting and reporting services, and manages the collection of delinquent debt owed to the government.

Business Event Type Code (BETC) - A code used in the CARS/GWA system to indicate the type of activity being reported, such as payments, collections, borrowings, etc. This code must accompany the Treasury Account Symbol (TAS).

C

CA\$HLINK II - An electronic cash concentration, financial information, and data warehouse system used to manage the collection of U.S. government funds and to provide deposit information to Federal agencies.

CA\$HLINK II Account Number (CAN) - The account number assigned to a deposit when it is submitted to CA\$HLINK II.

Capture Date - The calendar date and time the payment is processed by the agency.

Cashier ID - The ID of the user that created the transaction.

Central Accounting Reporting System (CARS) – (formerly GWA) The system that addresses the central accounting and reporting functions and processes associated with budget execution, accountability, and cash/other asset management. This includes the collection and dissemination of financial management and accounting information from and to federal program agencies.

Central Image and Research Archive (CIRA) - The Central Image Research Archive (CIRA) is an image archive of all items processed in the OTCnet System.

Characteristics - The properties of a user, organization, deposit, or financial institution.

Check 21 - Provides the legal framework for the creation of substitute checks which can be used in place of the original paper document, without an agreement in place with other financial institutions. A substitute check is a paper reproduction of the original check. Check 21 items require an image before they can settle. Check 21 is also referred to as check truncation.

Check Amount - The dollar amount of the check.

Check Capture – The component of OTCnet used to process scan images of checks and money orders through OTCnet for the electronic deposit of checks and money orders at financial institutions. Check capture can be done online through the internet, or offline through the user's desktop.

Check Capture Administrator - An agency user that has the authorization to define and modify the check capture sites; to manage accounting codes; to modify endpoint mappings; to configure Check Capture functions and perform upgrades of the application; to create and download user profiles; as well as download software or firmware to the terminal using the Download Check Capture application permission. Furthermore, this user can view checks at the item level or a batch at the summary level classified with multiple accounting codes, view/download CIRA CSV reports and ACR Activity reports, run CIRA queries and view other general reports such as the SF215 Deposit Ticket and 5515 Debit Voucher reports, as well as view and download Historical Reports. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint. Lastly, this user has the ability to create the CCA offline user logon profile using OTCnet online.

Check Capture Lead Operator - An agency user that has the authorization to in scan checks into a batch, view and classify checks at the item level or batch at the summary level with multiple accounting codes, close a batch, edit a batch, balance check amounts, and enter batch control values during batch closing. Additionally, the user is authorized to accept checks with poor quality, make MICR line corrections, and accept duplicate checks. This user is not authorized; however, to use an out-of-date LVD. This role can also establish, maintain, and view processing options for an endpoint pertaining to summary level classification and agency comments.

Check Capture Offline – A web-based functionality in the offline Check Capture application that resides in the user's desktop for capturing check images for the electronic deposit of checks and money orders. The check transactions are stored within a local database, and the check information will need to be uploaded to OTCnet server when there is internet connectivity before they can be deposited for settlement.

Check Capture Online – A web-based functionality within OTCnet to allow agencies users to process scanned images of checks and money orders for the electronic deposit of checks and money orders at financial institutions. The check transactions are directly saved to the OTCnet online database, and no upload of batches of checks are needed.

Check Capture Operator - An agency user that has the authorization to perform only very minimal Check Capture activities. This user has authorization to scan checks into a batch view and classify checks at the item level or a batch at the summary level with multiple accounting codes, close a batch, balance check amounts and enter batch control values during batch closing. The agency user can also view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint. Additionally, the user can enter/apply the Accounting Code at the time of scanning checks is established. This user does not have authorization to accept duplicates, make MICR corrections, authorize the use of out-of-date LVD, or accept checks with poor quality.

Check Capture Supervisor - An agency user that has the authorization to perform almost all the functions on the Check Capture including view and classify checks at the item level or a batch at the summary level with multiple accounting codes, accept duplicates (not

recommended), make MICR corrections, authorize the use of out-of-date LVD, and accept checks with poor quality as well as view, modify, import, and modify endpoint mappings. This role can also establish, maintain, and view processing options for an endpoint pertaining to summary level classification and agency comments.

Check Image Report - A check processing business report that allows you to view the front and back images of a check for an Individual Reference Number (IRN) that you request.

Check Number - The printed number of the check writer's check.

CIRA CSV Historical Report - A check processing business report that allows you to query check records that are associated with batches that have been forwarded for settlement more than 18 months ago. The exported comma separated value report (CSV) data can be used to import into other applications within an agency.

CIRA CSV Report - A check processing business report that allows you to export data based on a query to a comma separated value report (CSV). The exported data can be used to import into other applications within an agency.

CIRA Viewer - A user that has authorization to view CIRA records and download CSV files. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint.

Classification Key (C-Key) - A unique agency accounting code assigned to a transaction. Agencies establish C-Keys in SAM for collection transactions that will be used to derive the appropriate values of TAS-BETC(s).

Clear - Indicates that a customer may present checks for a specific ABA Number and Account Number, because the prior restrictions on the individual's check payments have been removed. Note: Manually cleared items are permanently cleared. If a transaction is cleared in error, manual suspend, block or deny records need to be created in its place to prevent transactions.

Closed Batch Status - Indicates the batch is closed and no new checks may be scanned into that batch.

Collections Information Repository (CIR)- (formerly TRS) A collections reporting tool, supplying the latest information on deposits and detail of collections transactions to federal agencies. The system will allow financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

Comma Separated Values (CSV) - A computer data file used for storage of data structured in a table form. Each line in the CSV file corresponds to a row in the table. Within a line, fields are separated by commas, each field belonging to one table column.

Confirmed - A deposit that has been reviewed and then confirmed by a financial institution or FRB.

Cost Center Work Unit (CCWU) – A Federal Reserve cost center work unit that processing the FRB deposits and adjustments. It is normally abbreviated as CCWU, and provided only on non-commercial (FRB settled) transactions. Debits and credits processed by FRB Cleveland will be

noted with the CCWU number 9910 on the daily accounting statement agencies receive from the Federal Reserve Bank.

Custom Label - Text defined by OTCnet that describes a level in the organization hierarchy, the internal control number, or agency accounting code.

Customer Not Present Processing Method - The processing method selected in OTCnet when processing a check that has been presented by a check writer who is not present at the agency location i.e., mail.

Customer Present Processing Method - The processing method used in the OTCnet when the check writer is presenting the check in person.

D

Daily Voucher Report - A business report that allows you to view the daily voucher extract.

Data Type - The type of data that should be entered for a user defined field.

Date of Deposit - The date, prior to established cut off times, the user transmits a batch of checks and money orders through check capture, or the date the agency sends the physical negotiable instruments to the financial institution.

Debit Gateway - The financial settlement program that is responsible for the presenting and settling of payment transactions acquired through the OTCnet application. The Debit Gateway receives a transaction file from OTCnet and determines the proper path for settlement of each item. Items are either converted to ACH for direct automated clearing house debit, or are included in an image cash letter, which is sent to the Check 21 system for presentment to paying banks. Once the file is processed, the Debit Gateway sends a Response Processing File (RPF) to OTCnet with the status of each of the items.

Demand Deposit Account (DDA) - The account at a financial institution where an organization deposits collections.

Denied - Indicates that OTCnet system permanently denies an individual from cashing a check through OTCnet based on the combination of ABA number, account number, and User Defined Field 1. User Defined Field 1 is usually the SSN number of an individual.

Deny Date - Indicates when the verification record (MVD/LVD) expires, and OTCnet can start accepting checks that will be presented by a check writer that has previously presented a bad check. The Deny Date is calculated based on suspension periods configured in the Check Cashing policy of an OTC Endpoint.

Deposit - A collection of over-the-counter receipts deposited to a Treasury General Account for credit.

Deposit Activity (FI) Report - A business report that allows the financial institution to view deposits submitted to its location.

Deposit Activity (FRB) Report - A business report that allows you to view deposits submitted to your FRB.

Deposit Approver - A user who has authorization to review and submit deposits to a financial institution.

Deposit Confirmer - A user at a financial institution that has authorization to verify the accuracy of deposits received from an agency.

Deposit History by Status Report - A business report that allows you to view deposits by status.

Deposit Information - The attributes that define a deposit: deposit status, voucher number, deposit endpoint, ALC, voucher date, deposit total, check/money order subtotal, currency subtotal, and subtotals by accounting code.

Deposit Preparer - A user that has authorization to prepare and save deposits for approval to a Deposit Approver.

Deposit Total - The total amount of over-the-counter receipts included in the deposit.

Deposits by Accounting Code Report - A business report that allows you to view deposits by accounting code.

Deposits by OTC Endpoint Report - A business report that allows you to view deposits by OTC Endpoint.

Display Order Number - The order in which user defined fields (UDFs) should be displayed.

Draft - A deposit that is saved for modification at a later date by a Deposit Preparer.

F

Failed - The item was unable to be processed and/or settled by Treasury/BFS. These are items that could not be collected such as foreign items or possible duplicate items. These items are not included on your 215 Report.

Federal Program Agency - A permanent or semi-permanent organization of government that is responsible for the oversight and administration of specific functions.

Federal Reserve Bank (FRB) - A Federal Reserve Bank is one of twelve regulatory bodies throughout the United States that make up the Federal Reserve System. Each Bank is given power over commercial and savings banks in its area and is charged with making sure that those banks comply with any and all rules and regulations.

Federal Reserve Bank-Cleveland (FRB-C) - FRB-C serves as the conduit for settlement of transactions originating from the OTCnet application. FRB-C is responsible for receiving the transaction data from OTCnet via forward file, and performing check clearing/transaction settlement as the 'debit gateway'.

Federal Reserve System's Automated Clearing House (ACH) System - Enables debits and credits to be sent electronically between depository financial institutions.

Financial Institution (FI) - A bank, designated by the Treasury and a Treasury General Account (TGA) of International Treasury General Account (ITGA), which collects funds to be deposited in the Treasury General Account. These banks also include the Federal Reserve Bank (FRB).

Financial Institution Information - The name, address, routing transit number, and the demand deposit account number of a financial institution.

Firmware - A release used for initial download or upgrades to the scanner software that allows a scanner to be used on a terminal. The firmware versions also contains a series of other back-end installation files that should be installed on a terminal to enable it to be used for Check Capture in OTCnet.

Fiscal Year - A 12-month period for which an organization plans the use of its funds.

FMS Statistical Report - A check processing administration report that allows you to view statistical details for an OTC Endpoint. The report includes statistical information regarding the total transactions, overall success rate, total returns sent back to the agency, and total returns received. The report is searchable for a duration of up to 15 days.

Forwarded Batch Status - Indicates the batch has been sent to Debit Gateway to initiate the settlement process.

Forwarded File - A term that is assigned to a file that contains the check transactions that is send from channel applications, such as OTCnet or ECP, to Debit Gateway for settlement purposes.

Franker - An internal stamp unit that stamps a check with “Electronically Processed” after the check is processed and scanned. Franker availability is based on the model of your scanner.

Franking - The process of stamping a check processed through Check Capture. The stamp indicates that the check was electronically processed.

H

Highest Level Organization - The primary level of the organization hierarchy.

I

IBM Tivoli Identity Manager (ITIM) - Refers to FMS's Enterprise provisioning tool for user account and identity management.

Individual Reference Number (IRN) - The auto-generated unique number used in OTCnet to identify Check Capture transactions.

Input Length Maximum - The maximum number of characters that may be entered in a user defined field.

Input Length Minimum - The minimum number of characters that may be entered in a user defined field.

Internal Control Number - A customizable field for agency use to further describe a deposit.

Item Detail Report - A report that contains the information about an individual item (check) associated with a batch. The report print-out will contain MICR information, data entered about the check, and an image of the check obtained during scanning.

Item Type - Indicates whether the check presented is a personal or business check. This determines whether the check is handled through Check 21 (non-personal) or FedACH (personal).

L

Local Accounting Specialist - A user who is an expert on the organizational structure, reporting needs and accounting rules for their depositing endpoint and its lower level OTC Endpoints. This role will establish, maintain, and view the organizational structure, accounting code mappings to individual endpoints, and the processing options that one or more lower level OTC Endpoints will use in OTCnet.

Local Security Administrator (LSA) - An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

Local Verification Database (LVD) - A database (specific to the endpoint using OTCnet) that is downloaded from OTCnet and stored locally on the agencies network, which replicates the information found in the Master Verification Database (MVD).

Lower Level Organization - Any organization created below the highest level organization.

LVD Contents Report - A check processing business report that allows you to view the contents of a Local Verification Database (LVD) for a given OTC Endpoint.

M

Magnetic Ink Character Recognition (MICR) - Digital characters on the bottom edge of a paper check containing the issuing bank's ABA number and account number. The check number may also be included.

Master Verification Database (MVD) - It is an online database specific to the agency that maintains the agency hierarchy check cashing policy, information on bad check writers, and manually entered blocked items based on an agency's policy. Bad check information is accumulated in the MVD as agencies process checks through Check Capture. The MVD

provides downloads of dishonored check information and blocked items via the Local Verification Database (LVD) on a daily basis.

MVD Editor - A user that has the authorization to view, edit, and download CIRA records, view verification records, and read blocked records containing only ABA permissions, view other general reports such as the SF215 Deposit Ticket report, 5515 Debit Voucher report, the ACR Activity report as well as view and download Historical Reports. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint..

MVD Viewer - A user that has the authorization to view and download CIRA records, view verification records, and read blocked records containing only ABA permissions. This role also has the permission to download CSV formatted reports, view other general reports such as the 215 Deposit Ticket report, 5515 Debit Voucher report, the ACR Activity report, as well as view and download Historical Reports. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint.

N

Non-Personal Item Type - Indicates that the name on check is an organization, or the check is a money order, traveler's check, or third-party check.

Non-Reporting OTC Endpoints Report - A business report that allows you to view OTC Endpoints that have not reported a deposit.

O

Open Batch Status - Indicates the batch is open and accepting new checks.

Organization - The location or level within a Federal Program agency.

Organization Hierarchy - The structure of a Federal Program agency as defined in OTCnet.

Organization Hierarchy Report - A check processing business report that allows you to view the target OTC Endpoint within the context of the current OTC Endpoint.

OTC Collections - Receipts that contain cash, checks, and/or money orders that are collected over-the-counter by organization endpoints in exchange for goods or services.

OTC Endpoint - The endpoint (location) that collects over-the-counter (OTC) receipts and deposits them to the Treasury's General Account.

OTC Endpoint (CHK) - The endpoint (location) setup in OTCnet to use check capture.

OTC Endpoint (TGA) - The endpoint (location) setup in OTCnet to use Deposit Reporting.

OTC Endpoint Mapping - The assignment of accounting codes to an agency's OTC Endpoint, for which a deposit amount can be allocated.

OTCnet Offline - Refers to the over the counter application that provides Check Capture functionality to end users with limited internet connectivity, and provides the capability to upload offline-captured batches to the Online OTCnet application for processing.

OTCnet Online - Refers to the web-based over the counter application that provides Check Capture, Check Processing and Deposit Processing functions to end users (that have constant internet connectivity).

Over the Counter Channel Application (OTCnet) - Refers to the over the counter application that provide Check Capture and Deposit Reporting to end users.

P

Personal Item Type - Indicates that the name on check is an individual's name, not acting as a business.

Personally Identifiable Information (PII) - It is any piece of information which can potentially be used to uniquely identify, contact, or locate a single person or can be used with other sources to uniquely identify a single individual. Examples of PII include but are not limited to social security numbers, dates and places of birth, mothers' maiden names, biometric records.

Primary Local Security Administrator (PLSA) - An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

Processing Options - User-defined parameters for the deposit and adjustment processes.

Processing Options by OTC Endpoints Report - A business report that allows you to view processing options defined for endpoints within the organization.

Q

Queue Interface – Used by military agencies that utilize the Deployable Disbursing System (DDS) database bridge. It provides a single transaction input point, prevents data entry errors, and discrepancy between both systems.

R

Received - The agency has sent this transaction through OTCnet. No settlement has been performed for this transaction yet.

Received Date - The date the check was received by web-based OTCnet.

Rejected - A deposit that is returned by a financial institution or FRB to the Deposit Preparer to create a new deposit.

Represented - This transaction was returned with a reason code that allows for another collection attempt to be made (see Appendix Chapter of the Participant User Guides for Reason Codes). Depending on an agency's policy, the item is reprocessed in an attempt to collect the funds from the check writer. Items with this status are in-process of collection.

Retired - This transaction was unable to be collected. The agency receives an SF5515 Debit Voucher Report with a debit processed to Debit Gateway, the effective date and debit voucher number. The offset to the agency's debit is an ACH return or a paper return (Check 21) received from the check writer's financial institution. This transaction cannot be processed again through OTCnet.

Return Reason Codes - Represent the numeric codes used in the ACH and paper return processing, which specify the reason for the return of the transaction and Check 21 codes.

Return Settlement Date - The effective date of settlement of the returned check item.

Returned Item - A check that was originally part of an OTCnet deposit but returned to the financial institution for non-sufficient funds, closed account, etc.

Routing Transit Number (RTN) - (also known as **American Bankers Association (ABA) Number or Bank Routing Number**) - The nine-digit number used to identify a financial institution.

S

Save as Draft - An option that allows a Deposit Preparer to save a deposit for modification at a later date.

Save for Approval - An option that allows a Deposit Preparer to save a deposit for a Deposit Approver to submit to a financial institution.

Send Error Batch Status – Indicates the batch was transmitted and fully processed by the OTCnet server without error.

Sent Batch Status – Indicates the batch was uploaded online without error.

Separation of Duties - A concept used to ensure there are typically separate personnel with authority to authorize a transaction, process the transaction, and review the transaction.

Settle Best Method - The option that allows OTCnet to decide the best settlement method for personal and non-personal checks.

Settled - This transaction is complete and the funds have been credited to the agency's Treasury General Account. The effective date of the deposit and the SF215 Deposit Ticket Report deposit ticket number are provided.

Settlement Date - The payment date of a check item, which is when the deposit is debited from the check writer's account.

SF215 Deposit Ticket Report - The report presented to a financial institution by a U.S. government agency with checks and other payment instruments to make a manual deposit. This report is manually generated for Deposit Reporting and auto-generated for Check capture. The report is searchable for a duration of up to 45 days.

SF5515 Debit Voucher Report - The report used to debit the Treasury General Account (TGA) to decrease the amount of a deposit made to that account. This report is manually generated for Deposit Reporting and auto-generated for Check capture. The report is searchable in for a duration of up to 45 days.

Share Accounting Module (SAM) - The application that facilitates the process of validating or deriving Treasury Account Symbol (TAS) and Business Event Type Code (BETC) combinations to assist CARS/GWA in classifying financial transactions as they occur.

Short Name/Code - The user-defined text describing an organization. Short Names/Codes must be unique within an organization hierarchy.

Submit - An option that allows a Deposit Approver to submit a deposit to a financial institution.

Submitted - A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer.

Suspend - Indicates that an individual's record is set to a predetermined suspension period. During this time, OTCnet prevents an individual from processing a check through OTCnet. The individual's database record has a Trade Status of Suspend and the expiration date is set until a specific date.

T

Terminal ID - The unique number assigned to the workstation where a user performs functions in OTCnet.

Trade Status - Represents the status of the verification records. There are four 4 possible trade statuses in the system: Blocked, Denied, Suspended, and Cleared. The Trade Status D-Suspended or D-Denied is assigned to auto generated Dynamic records.

Transaction History - Defines the time range that a Deposit Confirmer will be able to view the historical deposit transactions for his or her financial institutions. For example, if the transaction history is set at 45 days, the Deposit Confirmer will be able to view all the deposits that he or she has confirmed for the past 45 days.

Treasury Account Symbol (TAS) - The receipt, expenditure, appropriation, and other fund account symbols and titles as assigned by Treasury.

U

Universal Serial Bus (USB) - A connection port on a computer that is universally compatible with many types of devices, such as printers, speakers, mouse, flash drives, etc.

US Dollar Equivalent (USE) - The deposit amount, in United States currency, which is equal to the foreign currency for which it is being exchanged.

US Treasury - The executive department and the Treasury of the United States federal government.

User Defined Field (UDF) - A user-defined text that describes deposit activity or deposit accounting activity.

User Information Report - A security report allows that you to view a user's contact information.

Users by Access Group (FI) Report - A security report that allows you to view users by financial institution.

Users by Access Group (FPA) Report - A security report that allows you to view users by OTC Endpoint.

Users by Role (FI) Report - A security report that allows you to view users by role for your financial institution.

Users by Role (FPA) Report - A security report that allows you to view users by role for your OTC Endpoint.

V

View CA\$HLINK II File Status Report - An administration report that allows you to view the status of deposit report files that have been processed by CA\$HLINK II or are ready for CA\$HLINK II to process.

View FRB CA\$HLINK File Status Report - An administration report allows you to view the status of deposit files that have been sent to FRB CA\$HLINK.

View TRS File Status Report - An administration report allows you to view the status of TRS files that have been processed by Transaction Reporting System (TRS) or are ready for TRS to process.

View Vouchers Completed Report - An administration report allows you to view the status of deposit and adjustment vouchers that have completed processing through the FI System To System Interface in the past 36 hours.

View Vouchers in Progress Report - An administration report allows you to view the status of deposit and adjustment vouchers in progress.

Viewer - A user who has authorization to view OTCnet information and produce reports from it.

Voucher Date - The day that Debit Gateway receives transactions from OTCnet. .

Voucher Number - The number assigned to a deposit by OTCnet.

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